



الیکشن کمیشن آف پاکستان



HANDBOOK

for

RETURNING OFFICERS

Local Government Election – 2022

Balochistan



Foreword

Under Article 218 of Constitution of Islamic Republic of Pakistan, it is the duty of Election Commission of Pakistan to organize and conduct elections and to make such arrangements as are necessary to ensure that the election is conducted honestly, justly fairly and in accordance with law. In this regard, Election Commission of Pakistan is taking all necessary measures to conduct Local Government Elections successfully in Khyber Pakhtunkhwa Province.

The conduct of election takes place by mutual collaboration of various institutions, therefore ECP requires assistance of all executive authorities in the federation and in the provinces in for discharge of its functions.

High professional standards and commitments are required to hold free, fair and transparent elections. In this regard, the role of Returning Officers (ROs) is of vital importance. Their neutrality and fairness are critical in ensuring that the ECP is able to play its Constitutional role and contribute towards strengthening democratic norms in the country. I strongly believe that quality elections are a pre-requisite the sustainable democracy.

I must underline the fact that elections are a complex enterprise, time bound in nature, massive in scale and multidimensional in impact. These conditions require that election officials, in whatever capacity they are contributing in the conduct of elections, must be trained and should have the necessary skills and expertise

I am glad to introduce the Handbook for Returning Officers (ROs) in line with changing legal and procedural requirements for the conduct of quality elections. The Handbook covers all important tasks which an officer working in the capacity of a RO must know.

I believe this Handbook will be useful for the ROs and will provide them a great deal of necessary information. I expect the officers to be responsive and open to learn election laws and better ways to conduct smooth elections. It is a national duty which requires that honesty should be at the core and all else should revolve around it! Let us put together all our energies and serve the country in the best possible manner.

A handwritten signature in green ink, reading "Sikandar Sultan Raja". The signature is stylized and fluid.

(Sikandar Sultan Raja)
Chief Election Commissioner of Pakistan

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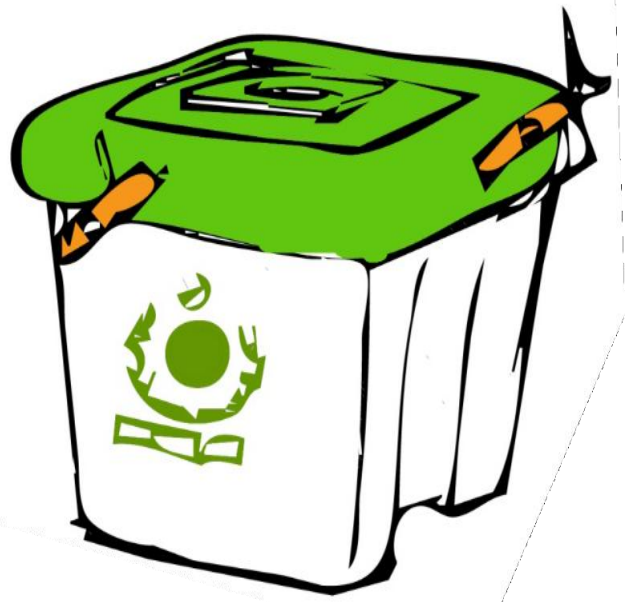
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Setting the Stage

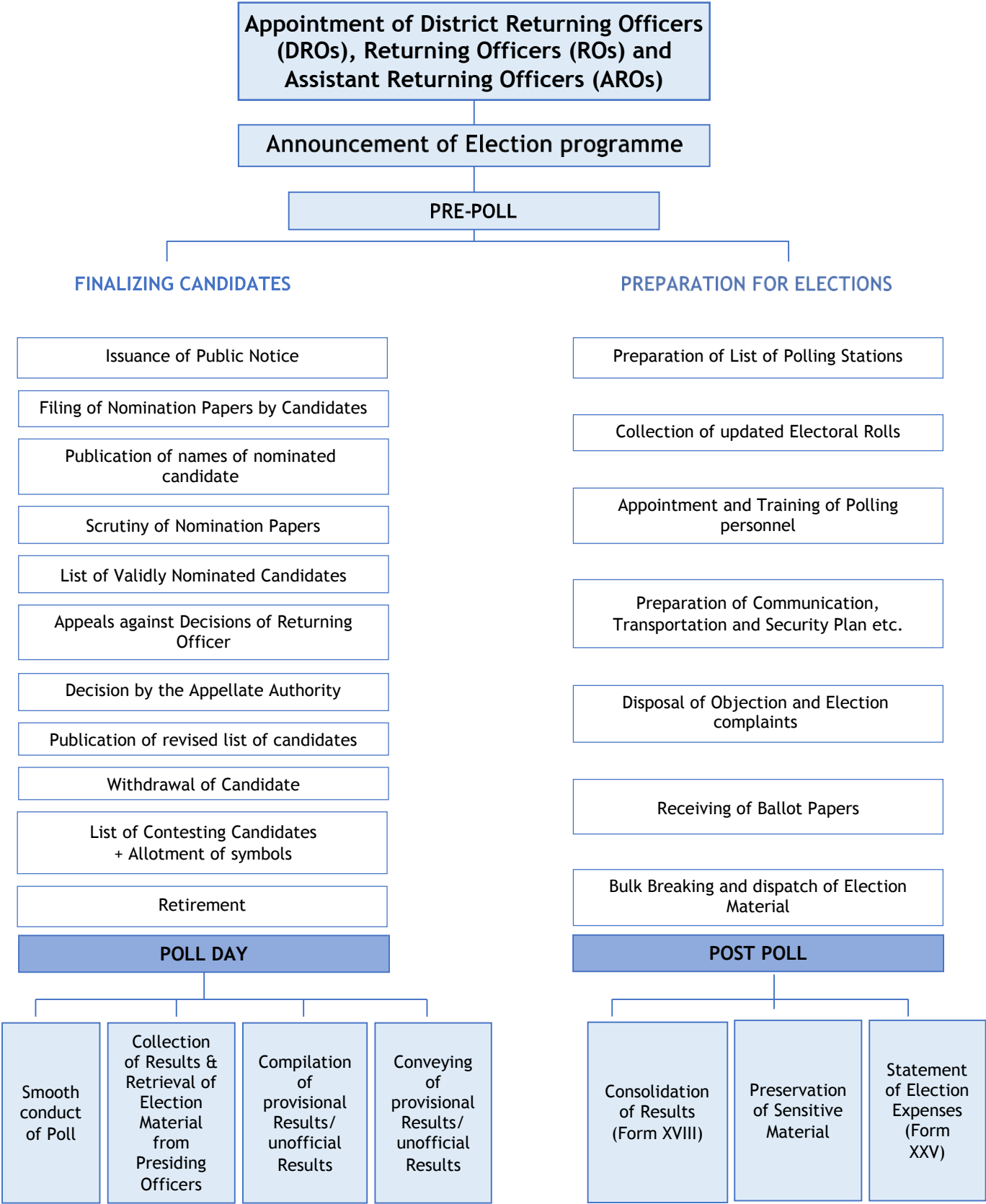
Elections

Free, Fair & Transparent elections are essential to democracy

- There must be universal suffrage in each election Every eligible citizen has the right to vote and contest in the election
- There must be a level playing field for all candidates Every candidate must have a right to campaign in accordance with law
- All registered voters including women should be encouraged to cast their votes for the candidates of their choice
- There should be no factor influencing the voters' choice on poll day
- The election officials must work in non-partisan and professional manner during the election process



Electoral Process





Poll Day Overview

1. All the polling stations shall be established by RO as per list of polling stations approved by the ECP.
2. Each polling station will consist of 2-4 polling booths (depending on the number of voters assigned to each polling station).
3. There will be 1 Presiding Officer for each polling station, and such number of Assistant Presiding Officers (APOs) and Polling Officers as the RO may consider necessary. (rule 12)
4. The Presiding Officer will act as Magistrate of the First Class as authorized by the commission and will be responsible to maintain law and order at the polling station.
5. Only the original NIC will be the legal document to cast the vote.
6. Translucent ballot boxes will be used for balloting.
7. Screened off Compartments will be used to ensure secrecy of the vote.
8. Computerized pictorial electoral rolls will be used in elections.
9. Counting of ballot papers will be conducted immediately after the poll at the polling station.
10. The Presiding Officer is required to give a signed copy of the Statement of count (Form XVI) and the Ballot paper account (Form XVII) to each of the candidates, their election agents or polling agents as may be present.

Article 220 of the Constitution of the Islamic Republic of Pakistan



“It shall be the duty of all executive authorities in the federation and in the Provinces to assist the Commissioner and the Election Commission in the discharge of his or their function”



Therefore, the RO (under Article 220 and Section 17 of Balochistan Local Government Act, 2010 may ask **any relevant Government department** for assistance in the conduct of free, fair and impartial elections, subject to directions issued by the Election Commission from time to time.

Composition of Local Governments

CHAPTER- III

COMPOSITION OF LOCAL COUNCILS

10. As far as possible, the composition of District Councils, Union Councils, Municipal Committees, Municipal Corporations and Metropolitan Corporation shall be as follows:—

Rural Councils

i. District Councils

- (a) **Chairmen of all Union Councils within the District Council as General members;**
- (b) Such number of Non-Muslim members as determined under Section 11;
- (c) Such number of members belonging to peasants, workers and women as are determined under Section 12; and
- (d) all elected Chairmen of Municipal Committees, Municipal Corporation and in the case of Metropolitan Corporation an elected member also of that Corporation nominated by the Corporation in a special meeting for that purpose:

Provided that they shall have no right to vote or to stand as candidates in any meeting which is presided over by an officer appointed by the Government.

ii. Union Councils

- (a) General members as are determined on the basis of population ranging between 1000 to 1500 with a marginal adjustment of 100 in the lower and upper stage;
- (b) Such number of Non-Muslim members as are determined under Section 11; and
- (c) Such number of members belonging to peasants, workers and women as are determined under Section 12;

Urban Councils

i. Municipal Committees

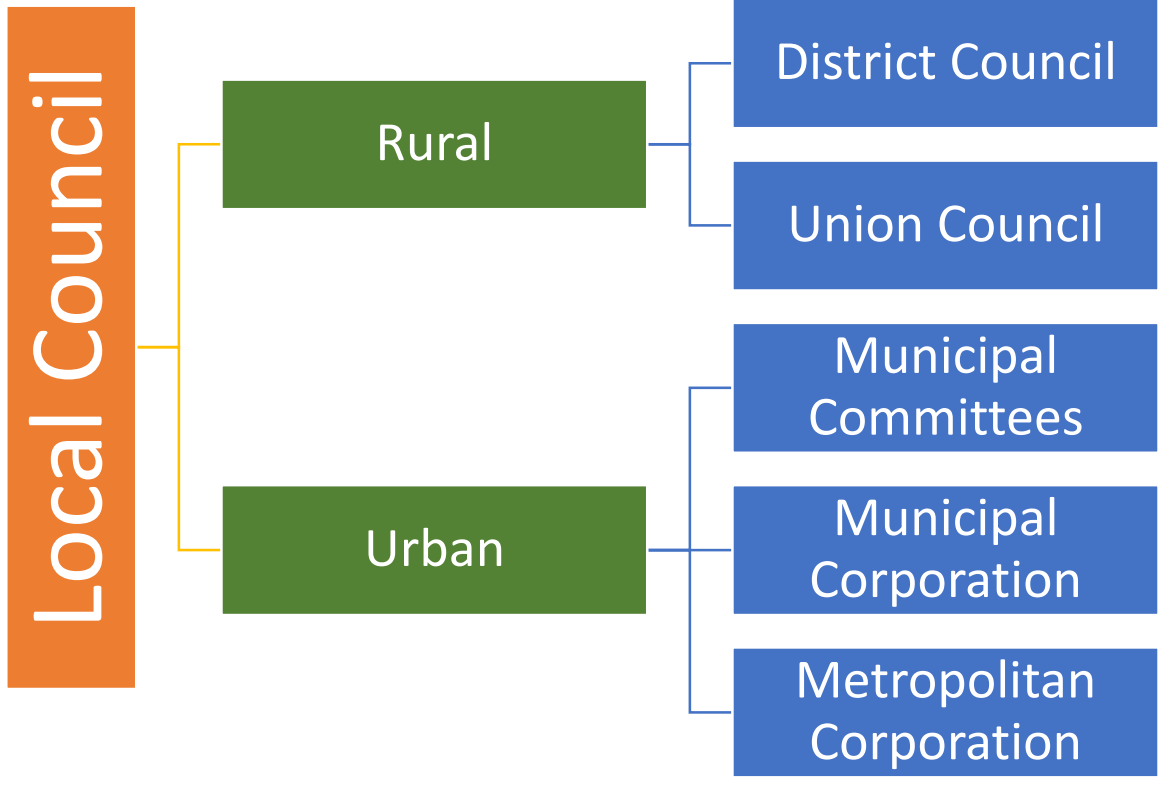
- (d) General members as are determined on the basis of population ranging between 2000 to 2500 with a marginal adjustment of 200 in the lower and upper stage;
- (e) Such number of Non-Muslim members as are determined under Section 11; and
- (f) Such number of members belonging to peasants, workers, and women as are determined under Section 12;

ii. Municipal Corporation

- (g) General members as are determined on the basis of one member for a population between 3500 and **7000** with a marginal adjustment of 500 in the lower and upper stage;
- (h) Such number of Non-Muslim members as are determined under Section 11; and
- (i) Such number of members belonging to peasants, workers, and women as are determined under Section 12;

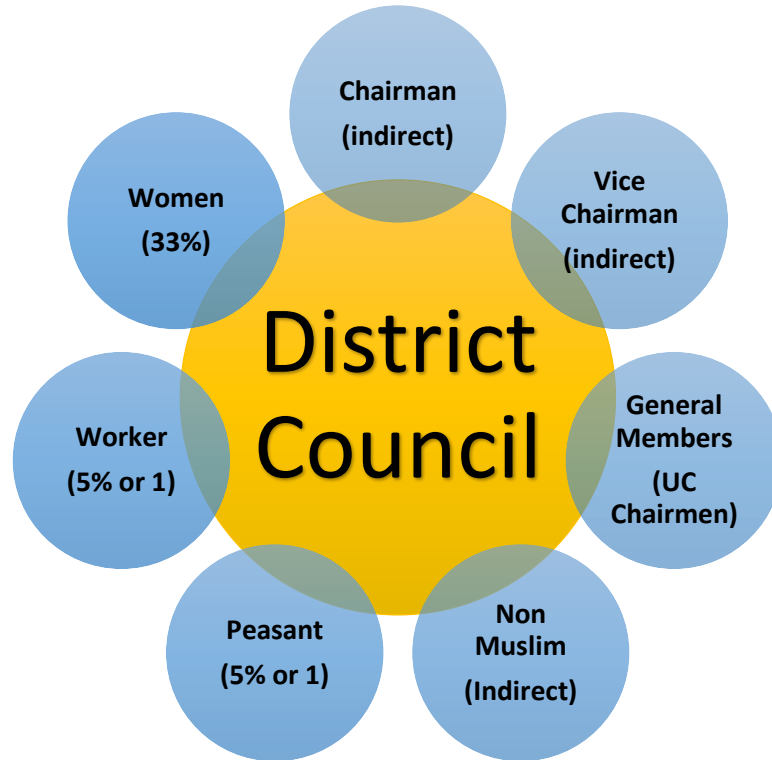
iii. Metropolitan Corporation

- (j) General members as determined on the basis of one member for a population between **15000** and 20000 with a marginal adjustment of 1000 in the lower and upper stage;
- (k) Such number of Non-Muslim members as are determined under Section 11; and
- (l) Such number of members belonging to peasants, workers, and women as are determined under Section 12.

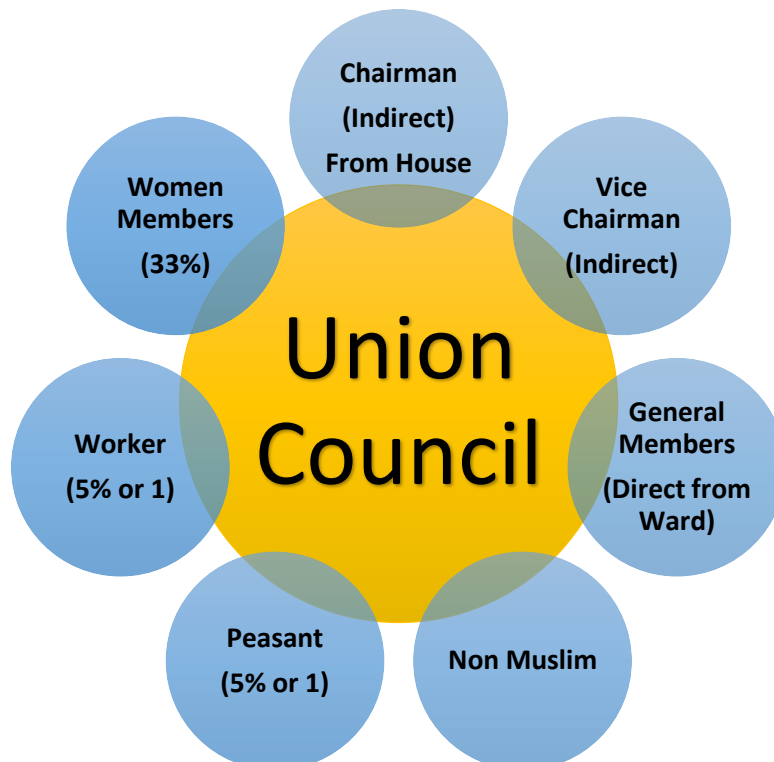


Rural

District Council Composition

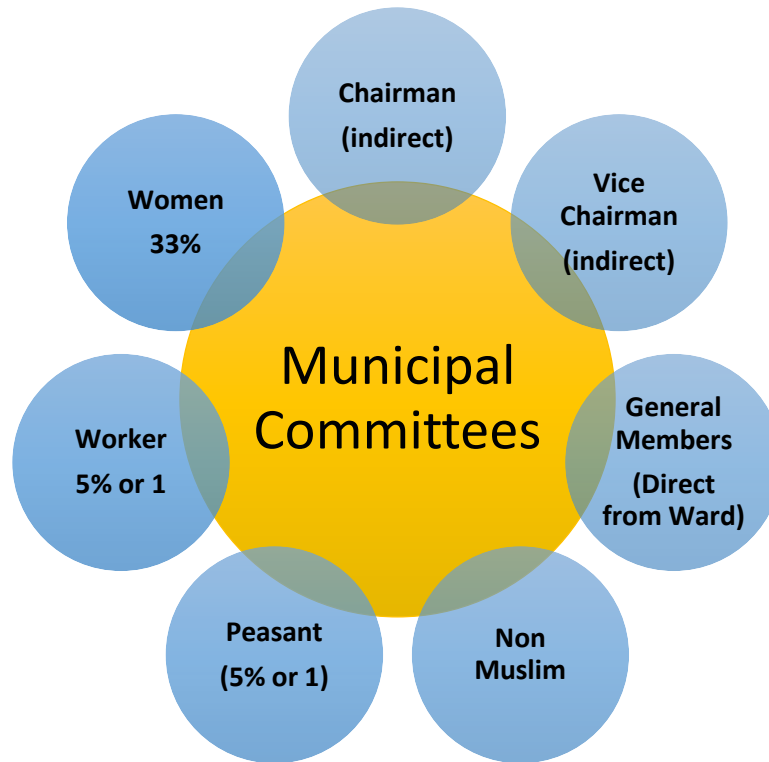


Union Council Composition

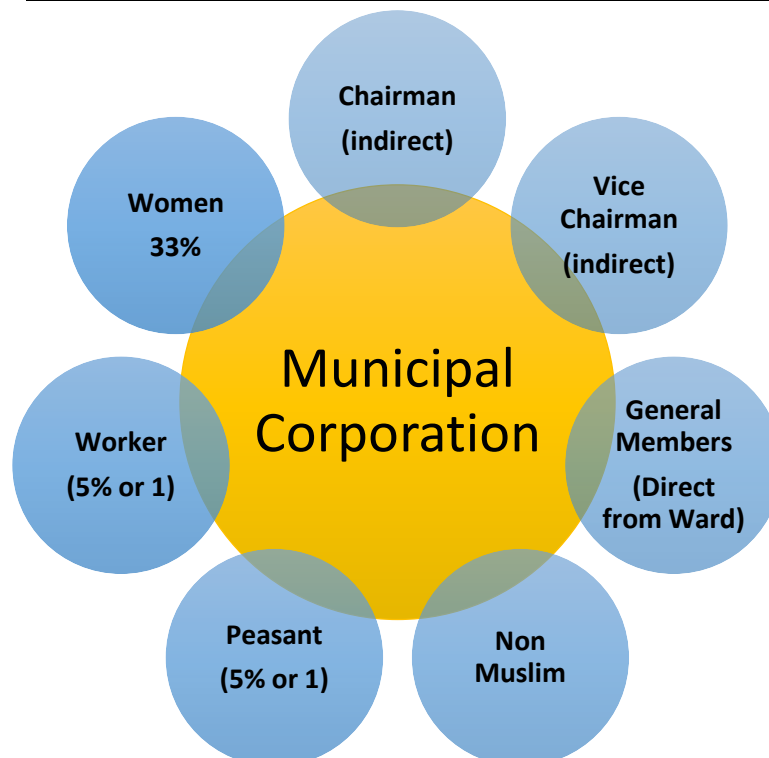


Urban

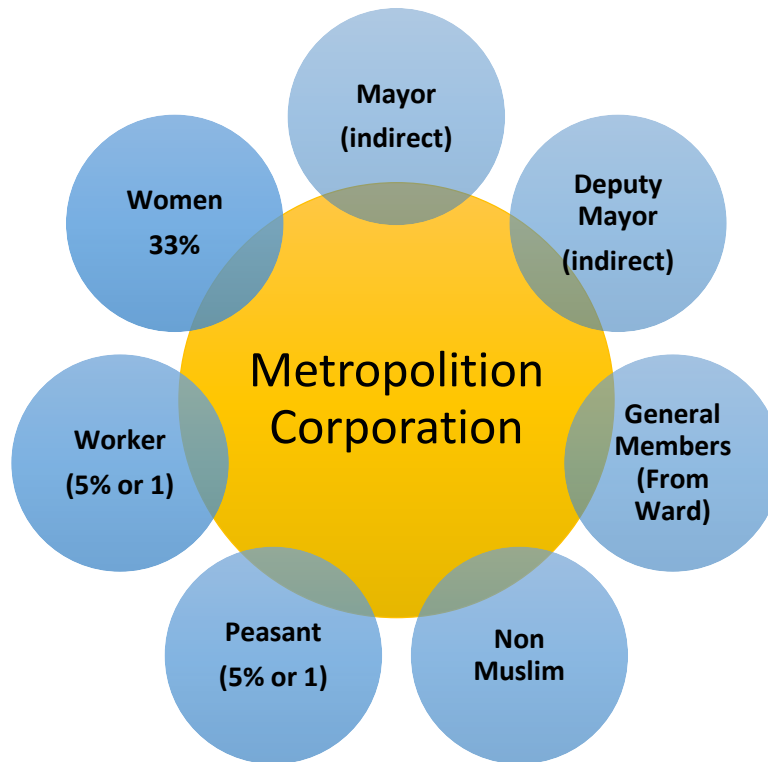
Municipal Committees Composition



Municipal Corporation Composition



Metropolitan Corporation Composition



[See Section 10 of the Balochistan Local Government Act, 2010]

Composition of Local Councils

PART-I (Rural) (District Council)

S#	Category	Mode of Election
1	Chairman	Indirect
2	Vice Chairman	Indirect
3	General Members	Direct (Chairmen of all UCs and Municipal Corporation and Municipal Committee)
4	Non-Muslim	Indirect The number of Non-Muslims members in a Local Council shall be such as may be fixed by Government keeping in view the population of non-Muslims in that local are
5	Peasant	A Local Council may have members representing peasants and workers from the local area, elected to the council in the prescribed manner, whose number, in each category, shall be 5% of the number of general members subject to a minimum of one member under each category
6	Worker	
7	Women Member	A Local Council may have women members from the local area, elected to the council in the prescribed manner, whose number shall be 33% of the number of general members subject to a minimum of one such member.

(Union Council)

S#	Category	Mode of Election
1	Chairman	Indirect (From House)
2	Vice Chairman	Indirect
3	General Members	Direct from Ward
4	Non-Muslim	Indirect The number of Non-Muslims members in a Local Council shall be such as may be fixed by Government keeping in view the population of non-Muslims in that local are
5	Peasant	A Local Council may have members representing peasants and workers from the local area, elected to the council in the prescribed manner, whose number, in each category, shall be 5% of the number of general members subject to a minimum of one member under each category
6	Worker	
7	Women Member	A Local Council may have women members from the local area, elected to the council in the prescribed manner, whose number shall be 33% of the number of general members subject to a minimum of one such member.

PART-II (Urban)
(Municipal Committees)

S#	Category	Mode of Election
1	Chairman	Indirect
2	Vice Chairman	Indirect
3	General Members	Direct from Ward
4	Non-Muslim	The number of Non-Muslims members in a Local Council shall be such as may be fixed by Government keeping in view the population of non-Muslims in that local area
5	Peasant	A Local Council may have members representing peasants and workers from the local area, elected to the council in the prescribed manner, whose number, in each category, shall be 5% of the number of general members subject to a minimum of one member under each category
6	Worker	
7	Women Member	A Local Council may have women members from the local area, elected to the council in the prescribed manner, whose number shall be 33% of the number of general members subject to a minimum of one such member.

(Municipal Corporation)

S#	Category	Mode of Election
1	Chairman	Indirect
2	Vice Chairman	Indirect
3	General Members	Direct from Ward
4	Non-Muslim	The number of Non-Muslims members in a Local Council shall be such as may be fixed by Government keeping in view the population of non-Muslims in that local area
5	Peasant	A Local Council may have members representing peasants and workers from the local area, elected to the council in the prescribed manner, whose number, in each category, shall be 5% of the number of general members subject to a minimum of one member under each category
6	Worker	
7	Women Member	A Local Council may have women members from the local area, elected to the council in the prescribed manner, whose number shall be 33% of the number of general members subject to a minimum of one such member.

(Metropolitan Corporation)

S#	Category	Mode of Election
1	Mayor	Indirect
2	Deputy Mayor	Indirect
3	General Members	Direct from Ward
4	Non-Muslim	The number of Non-Muslims members in a Local Council shall be such as may be fixed by Government keeping in view the population of non-Muslims in that local area
5	Peasant	A Local Council may have members representing peasants and workers from the local area, elected to the council in the prescribed manner, whose number, in each category, shall be 5% of the number of general members subject to a minimum of one member under each category
6	Worker	
7	Women Member	A Local Council may have women members from the local area, elected to the council in the prescribed manner, whose number shall be 33% of the number of general members subject to a minimum of one such member.

Role and Responsibilities of Stakeholders

1. Election Commission of Pakistan (ECP)

1. Appointment of DROs, ROs, and AROs.
2. Announcement of election programme. (Assigning dates & times to various stages of election)
3. Approval for making changes in the list of Presiding Officers, APOs and POs as well as in the list of polling stations.
4. Appointment of Appellate Authority, Notification of returned candidates.
5. Delegating Magisterial Powers to DROs, ROs and Presiding Officers.
6. Disposal of pre-poll, poll day and post-election complaints.
7. Allocation of funds to the PECs for onward allocation to DROs and ROs for conduct of elections.



2. Provincial Election Commissioner (PEC)

1. Liaison with the ECP, RECs, DEC, DROs, ROs and other relevant officers.
2. Coordination for communication of decisions by Appellate Authority on appeals against rejection/acceptance of Nomination Papers to Returning Officer concerned.
3. Transmission of lists of contesting candidates to ECP received from RO through DRO.
4. Supply of election material and ballot papers to RO through DROs.
5. Supply of list of polling stations (received from RO) to the Printing Corporation of Pakistan Press, for printing and publication in the official gazette.
6. Provide funds (if necessary) to DROs/ROs for conduct of elections.
7. Disposal of pre-poll, poll day and post-election complaints.



3. District Returning Officer (DRO)

1. Liaison between Returning Officers (ROs), DEC/REC and the Provincial Election Commissioner (PEC).
2. Declaration of Polling stations as highly sensitive, in consultation with head of District Police.
3. Distribution of funds (allocated by ECP) among ROs at prescribed rates.
4. Rendering of accounts relating to allocated funds.
5. Submission of all required information/data relating to all stages of election to the PEC with a copy to REC/DEC.
6. Coordinating and supervising electoral activities in the district and ensuring that all activities are done according to the timeline set by the ECP.
7. Arranging prompt dispatch of lists of contesting candidates to PEC in soft and hard copy for printing of ballot papers.
8. Ensuring that sufficient quantity of all required election material is made available to ROs in time.
9. Ensuring communication of provisional election results from ROs to the Election Commission.
10. Coordination in respect of disposal of complaints.
11. Ensuring that proper security, Transportation and Communication plan etc. is in place for safe transportation of election material and staff to the polling station and communication of result to the ECP.
12. Confirmation of proper arrangements for the poll day before the poll.
13. Confirmation of start of poll on Election Day.
14. Supply copies of all information/ data/ reports at the end of all stages to the PEC/ECP.
15. Ensuring prompt dispatch of Form-XVII-A (Provisional Result), Form-XVIII, and Form-XIX to the ECP by the ROs.
16. Ensuring implementation of the Code of Conduct in the area of his jurisdiction.
17. Facilitating election Observers appointed by the Election Commission.
18. Issuing accreditation cards to observers and media.



4. Returning Officer (RO)

1. Issuing public notice for election.
2. Receiving nomination papers from candidates within the specified time frame.
3. Scrutinizing candidates' nomination papers in accordance with the provisions of law.
4. Coordination and supervision of electoral activities in his jurisdiction.
5. Arranging prompt dispatch of lists of contesting candidates to PEC in soft copy and hard copy for printing of ballot papers. Submit a copy to REC/DEC.
6. Appointing impartial polling staff at the polling stations. Submission of the list of polling staff (Presiding Officers, Assistant Presiding Officers and Polling Officers) appointed for the conduct of election, to the PEC (as per timeline prescribed by ECP) for approval.
7. Selecting suitable public buildings for polling stations and submitting draft list of polling stations to ECP for approval. (at least 15 days before the poll day)
8. Bulk breaking and supplying election material on time for use at polling stations.
9. Issuing accreditation cards.
10. Preparing Communication, transportation and Security plan (in coordination with DPO) for safe transportation of election material, staff to the polling station and communication of result to the ECP.
11. Ensuring that sufficient quantity of all required election material is available.
12. Providing proper training to the polling staff.
13. Ensuring the implementation of the code of conduct issued by the ECP.
14. Confirmation regarding setting of stage for the conduct of elections i.e completion of all administrative arrangements for the conduct of poll on the appointed date.
15. Confirmation of start of poll on Election Day.
16. Collecting Form-XVI & Form-XVII from Presiding Officer.
17. Prepare Provisional Result on Form-XVII-A
18. Consolidating results (Form-XVIII & Form-XIX) furnished by the Presiding Officer.
19. Ensuring prompt dispatch of Form-XVIII and Form-XIX.
20. Disposal of complaints received by him and compiling a complete record of complaints with action taken. The RO should keep proper record of the complaint



received along with action taken.

21. Provision of copies of all information/ data/ reports/ comments at the end of all stages to the PEC/ECP.
22. Ensuring that all activities being done according to the timelines set by the ECP.
23. Close coordination with Provincial Election Commissioner (PEC) and the REC/DEC.
24. Preservation of election material in treasury/strong room maintained by ECP.

5. Regional Election Commissioner (REC)

1. Liaison among key stakeholders in the Election process, in particular, DEC, DRO, RO and PEC.
2. Supervising supply of election material to DROs and ROs.
3. Direct supervision of all DEC's under his jurisdiction. Any other duty assigned by the ECP.



6. Assistant Returning Officer (ARO)

Assisting the RO in his functions under the law and performing specific duties as assigned by respective RO.

The ARO shall NOT:

1. Receive and/or scrutinize nomination papers.
2. Consolidate results.
3. Assume any of the functions of the RO on his own accord without prior permission from the Election Commission.



7. District Election Commissioner (DEC)

1. Conveying directives/instructions from ECP/PEC to ROs.
2. Providing electoral rolls to ROs.
3. Issuing of extracts of the electoral rolls to contesting candidates (if required).
4. Liaison with relevant authorities' i.e PEC, REC, DEC, DRO, RO, District Administration etc.



5. Identifying possible polling sites and providing draft lists to ROs.
6. Supplying the lists of contesting candidates, to PEC as received from the RO.
7. Providing technical assistance to DRO/RO whenever needed.

8. Presiding Officer (PrO)

1. Attending training arranged by the ECP / RO.
2. Liaison with the Returning Officer, Assistant Presiding Officers and Polling Officers.
3. Receiving election material from Returning Officer and reporting missing items immediately, if any.
4. Ensuring that Computerized Pictorial Electoral Roll (with photograph of voters) provided by the Returning Officer is used at the polling station.
5. Visiting the polling station prior to poll day, to ensure proper arrangements for polling and security of the election material.
6. Arranging separate entry and exit routes for male and female voters at combined polling station.
7. Ensuring the attendance of the polling staff at polling station two hours before the start of the poll.
8. Checking the authority letter/accreditation card of polling agents, election agent and observers (including media).
9. Ensuring start and close of the poll according to time specified by ECP.
10. Noting the number of the Official Code Mark while handing it over to respective Assistant Presiding Officer so that the APO can be correctly identified and accounted for in case of any mistake or omission.
11. Maintaining law and order at polling station.
12. Ensuring that only voters registered on the Electoral Roll, are permitted to vote.
13. Sealing the ballot boxes with the plastic seals and ensuring that unique codes of the seals have been noted by polling agents.
14. Ensuring placement of Screened off Compartments at appropriate place so that secrecy of each voter is ensured.
15. Ensuring that observers, polling agents, election agents and candidates conduct themselves as per the Code of Conduct, issued by the Election Commission.
16. Take a full review of all security arrangements at polling station and only allow authorized persons i.e candidates, polling agents, election agent or persons having



- Accreditation Card from the Election Commission, the DRO or RO to enter the polling station other than voters.
17. Allowing companion to assist person with disabilities to help him in casting his/her vote.
 18. Opening of ballot boxes in front of Election Agent/Polling Agents present at the polling station and conducting the counting of vote correctly.
 19. Filling up all required forms and packets during the poll for efficient time management.
 20. In case of combined polling station counting male and female voters, who have exercised their right of vote, from the Electoral Rolls used at the polling station and entering their numbers in appropriate columns in Form- XVI.
 21. After completion of the vote count, filling up Statement of Count (Form-XVI) and Ballot Paper Account (Form-XVII) and affixing their copies outside the polling station at a prominent place.
 22. Handing over the Statement of Count (Form-XVI) and Ballot Paper Account (Form-XVII) and election material (used/unused) to Returning Officer as per instructions.
 23. Handing over record of summary trial (if any) to RO, made while exercising the powers of a Magistrate 1st Class.
 24. Contacting the Returning Officer in case of emergency.
 25. Ensuring that the honorarium is paid to the polling staff, the signatures on Acquittance Roll have been obtained and the same is handed over to the Returning Officer.
 26. Ensuring the implementation of the Code of Conduct issued by the Election Commission at the polling station.
 27. A Presiding Officer shall conduct the poll in accordance with the provisions of Balochistan Local Government Act, 2010 and Balochistan Local Government (Election) Rules, 2013. He shall also be responsible for maintaining order at the polling station and shall report to the Returning Officer any act or incident which in his opinion, may have affected the fairness of the poll.

In case the Presiding Officer is convinced during or at any stage of the polling process that the women are being prevented from exercising their right of vote under some specific arrangement or deal, he/ she will send a special report about this to the Returning Officer and the Election Commission immediately.

9. Assistant Presiding Officer (APO)

Assistant Presiding Officer is designated for each polling booth for issuance of ballot papers to voters. The responsibilities of the Assistant Presiding Officer are as follows:



1. Reaching at the polling station at least two hours prior to the start of the poll.
2. Filling relevant information correctly into counterfoil of the ballot papers and ensuring secrecy of voting process.
3. Obtaining the thumb impression of the voter on the space provided on the counterfoil:
left thumb impression for male and right thumb impression for female.
4. Affixing official code mark and signature on front side of the counterfoil and carefully separating the ballot paper away from its counterfoil.
5. Affixing official code mark stamp along with signature at the back of ballot papers.
6. Inking the marking aid stamp and handing over to the voter with guidance on how to mark the ballot paper.
7. Instructing the voter on how to fold the ballot paper and hand over marking aid stamp.
8. Guiding the voter towards the screened off compartment and ensuring that the voter has inserted the marked ballot paper in the ballot box.
9. Retrieving the marking aid stamp from the voter.
10. Assisting the Presiding Officer in performance of his/ her duties.
11. Performing any other function assigned to him/ her by the Presiding Officer.
12. Acting as Presiding Officer, in the absence of Presiding Officer, as per instructions of the Returning Officer.
13. After the close of the poll, assisting the Presiding Officer in vote counting and handing over election material to the RO office.

10. Polling Officer (PO)

1. Checking the original National Identity Card (NIC) of voter and comparing the photograph and details with those provided in the Electoral Rolls.
2. Calling out loudly the name and serial number of the voter concerned.
3. Examining the cuticle of the right thumb of each voter to check any traces of indelible ink to ascertain whether the voter has already polled his/ her vote.



4. Applying indelible ink to the cuticle of the right thumb of each voter and waiting for a few seconds for the ink to dry up. (If the voter doesn't have right thumb then mark the index finger with indelible ink).
5. Affixing the left thumb impression of the male voter and right thumb impression of the female voter in the column next to the voters' photograph in the Electoral Rolls.
6. Strike off the name of voter from the electoral rolls with a straight line before guiding them towards the APO.
7. Assisting the Assistant Presiding Officer in performance of his/ her duties.
8. Performing any other function assigned to him/ her by the Presiding Officer or Assistant Presiding Officer.

11. Police/Law Enforcement Agencies

1. Ensuring safe transportation of election material and polling staff to the polling station.
2. Maintaining law and order outside the polling station at all times.
3. Ensuring that the voters are properly queued.
4. Removing any sign, notice or flag of any contesting candidates, designed to influence voters within 100 meters of the polling station as per the instructions of the Presiding Officer.
5. Disallowing any campaign camps of the contesting candidate in the radius of 200 meters of the polling station and ensuring that no attempts are being made to persuade voters to cast his/her vote in favor of any candidate within the specified area.
6. Providing assistance on the instructions of the Presiding Officer in case of emergency inside the polling station.
7. Not to enter into the polling station or polling booth without permission of the Presiding Officer.
8. Removing any person violating election laws from the polling station and taking proper action as per the instructions of the Presiding Officer.
9. Ensuring safety of election material before, during and after the poll.
10. Ensuring safe transportation of election material from Polling Station to the Returning Officer.
11. Compliance with orders issued by the Presiding Officer.



General Authority of the Police Officer

According to the Code of Criminal Procedure 1898, on the orders of PrO a police officer can arrest a person without a warrant who interferes with polling process or cause any disruption in the smooth polling process.



During the electoral process the police shall be responsible for taking action:

1. If a person is found guilty of impersonating another voter, he/she can be arrested on the orders of the Presiding Officer.
2. If a person who has been removed from the polling station on the orders of the Presiding Officer and attempts to re-enter the polling station without the permission of the Presiding Officer.
3. If a person tries to remove any notice or banner of the Election Commission.
4. If a person tries to use any such instrument or apparatus which creates noise or disturbance at the polling station, the police officer can confiscate the instrument/apparatus. In order to keep the situation in control the police officer must take necessary and appropriate action which includes use of force.
5. Ensuring that a voter does not bring a mobile phone or any device that can be used to take pictures, in the polling station.

12. Polling Agent

The contesting candidate or his election agent may, before the commencement of the poll, appoint under intimation to the Presiding Officer, a person to be qualified to be elected as member as polling agent for each polling station, provided that the number of polling agents shall not exceed the number of polling booths. (Rule 25 of the Balochistan Local Government (Election) Rules, 2013.)



1. Presenting his/ her National Identity Card and the authority letter from the candidate to the Presiding Officer.
2. Ensuring that all ballot boxes are empty before the start of the poll and noting down the code numbers of plastic seal after the boxes have been sealed.
3. Listening to the name and serial number of every voter when it is called out by Polling Officer from the Electoral Roll and striking it off from his/ her Electoral Roll.
4. Challenging any voter who has come as an impersonator or someone who is not eligible to cast vote.
5. Observing the counting process.
6. Observing packing process and signing all relevant packets as and when asked by the Presiding Officer.
7. Collecting a copy of the Statement of Count (Form-XVI) and Ballot Paper Account (Form-XVII) from the Presiding Officer.
8. Signing Statement of Count (Form-XVI) and Ballot Paper Account (Form-XVII).
9. Informing the Presiding Officer about any misconduct or irregularities observed during the polling/or counting process.

The Polling Agent must not:

- Directly question, or otherwise speak to, any voters while inside the polling station or interfere with the polling process.
- Seize any materials, including ballot papers, Electoral Rolls or any other election material.
- Argue with polling staff or create such issues that are deemed as interference with the polling process.

13. Election Agent

A candidate shall appoint a person qualified to be elected as a member to be his election agent. (Rule 24 of the Balochistan Local Government (Election) Rules, 2013.)



10. Election agent nominated by the candidate is authorized to access all the polling stations of the relevant constituency.
11. A notice in writing mentioning particulars of election agent along with his copy of NIC will be sent to the RO by the contesting candidate for issuance of authority letter by the RO
12. Authority letter issued by Returning Officer must be available with the election agent throughout the electoral process.
13. Election Agent must adhere to the principle of non-interference.
14. Election agent is authorized to observe the polling process.
15. He can obtain a copy of the Statement of Count (Form-XVI) and Ballot Paper Account (Form-XVII).
16. Election agent neither can give a direction to the Presiding Officer nor he/she can interfere or facilitate him in any polling process.
17. Election agent cannot speak to any voter within the polling station as it may cause hindrance or interruption in the polling process.
18. Election agent cannot capture and cause damage to any election materials. Both these offences are punishable.

Election agent, Polling agent, Candidate, Observer and voters are not allowed to take any security guard/person, Weapon, Cell Phone, Camera or any electronic device inside the polling station.

14. Observers

1. Observing all stages of the polling process, except stamping of a ballot paper by a voter.
2. Observer is not allowed to speak to any polling staff which may hinder their work.
3. Observing the counting of vote and if he/ she intends, sign the Statement of Count (Form-XVI) and Ballot Paper Account (Form-XVII).



The observer must:

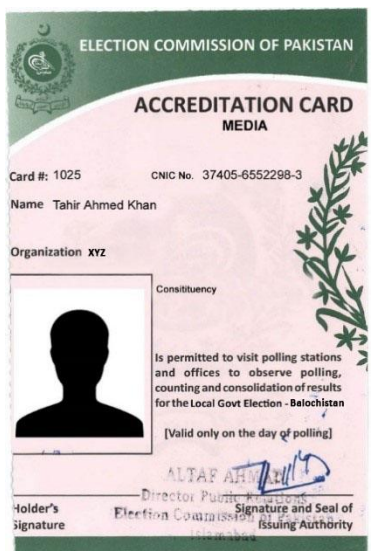
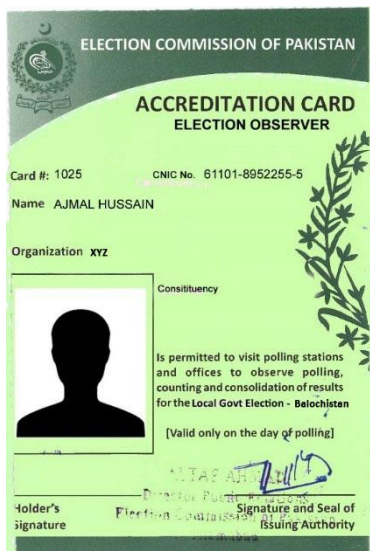
- Display his/her accreditation card at all times.
- Show neutrality at all stages.
- Obey any order passed by the Presiding Officer or the Assistant Presiding Officer.
- Take into consideration the social, religious norms and values.
- Carefully study Code of Conduct issued by ECP and adhere to it at all times.

The observer must not:




- Take control of the ballot papers and Electoral Rolls or any election material.
- Interfere with or influence the polling process.
- Intimidate the Presiding Officer or any polling staff, or give any guidance/ instructions to them.
- Shall not speak with the voter at the polling station.

ACCREDITATION CARD FOR ELECTION OBSERVER

ACCREDITATION CARD FOR MEDIA



Who Does What

		Election Commission of Pakistan	District Returning Officer	Returning Officer
Sr. No.	Activity/task			
1	Announcement of election schedule			
2	Publishing public notice for election			
3	Preparation of list of polling staff			
4	Preparation of list of polling stations			
5	Scrutiny of nomination papers			
6	Approval of polling scheme			
7	Publishing list of polling stations			
8	Providing Electoral Rolls to RO			
9	Confirmation of start of poll on Election Day			
10	Appointing polling staff			
11	Appointment of Appellate Tribunal			
12	Allotment of Election Symbols to contesting candidates			
13	Consolidation of Results			
14	Notification of Returned Candidates			
15	Preservation of Election Sensitive Material			
16	Declaring a list of polling station as highly sensitive			
17	Sending the final list of polling stations			
18	Security for supply of ballot papers from printing			
19	Publishing the final list of polling stations in official gazette			

General Professional Ethics for Election Officials

It is obligatory for DRO to ensure that all their actions are in conformity with the following standards



Integrity

- The integrity of the election process is compromised if an official accepts any enticements offered by anyone wishing to influence and bias the election results. Such incentives must be guarded against
- All laws must be followed in their true spirit. Showing of any leniency immediately introduces bias into the election process.



Neutrality

- Political opinions must not be allowed to influence the sphere of electoral duties, even subtle expression of political opinion compromises neutrality. Such expressions, during the election process, must be avoided
- To achieve true neutrality, it must be ensured that all political parties and candidates are treated equally and the voters have full freedom to express their choice in accordance with law
- Disclose conflict of interest to superiors



Transparency

- To ensure transparency, all interested voters should have the opportunity to file an objection against the nomination of a candidate
- The list of nominated, validly nominated and contesting candidates must be clearly displayed so as to allow viewing of the list by concerned individuals
- Polling agents, election agents, candidates, media and observers must be allowed to observe the proceedings of the election

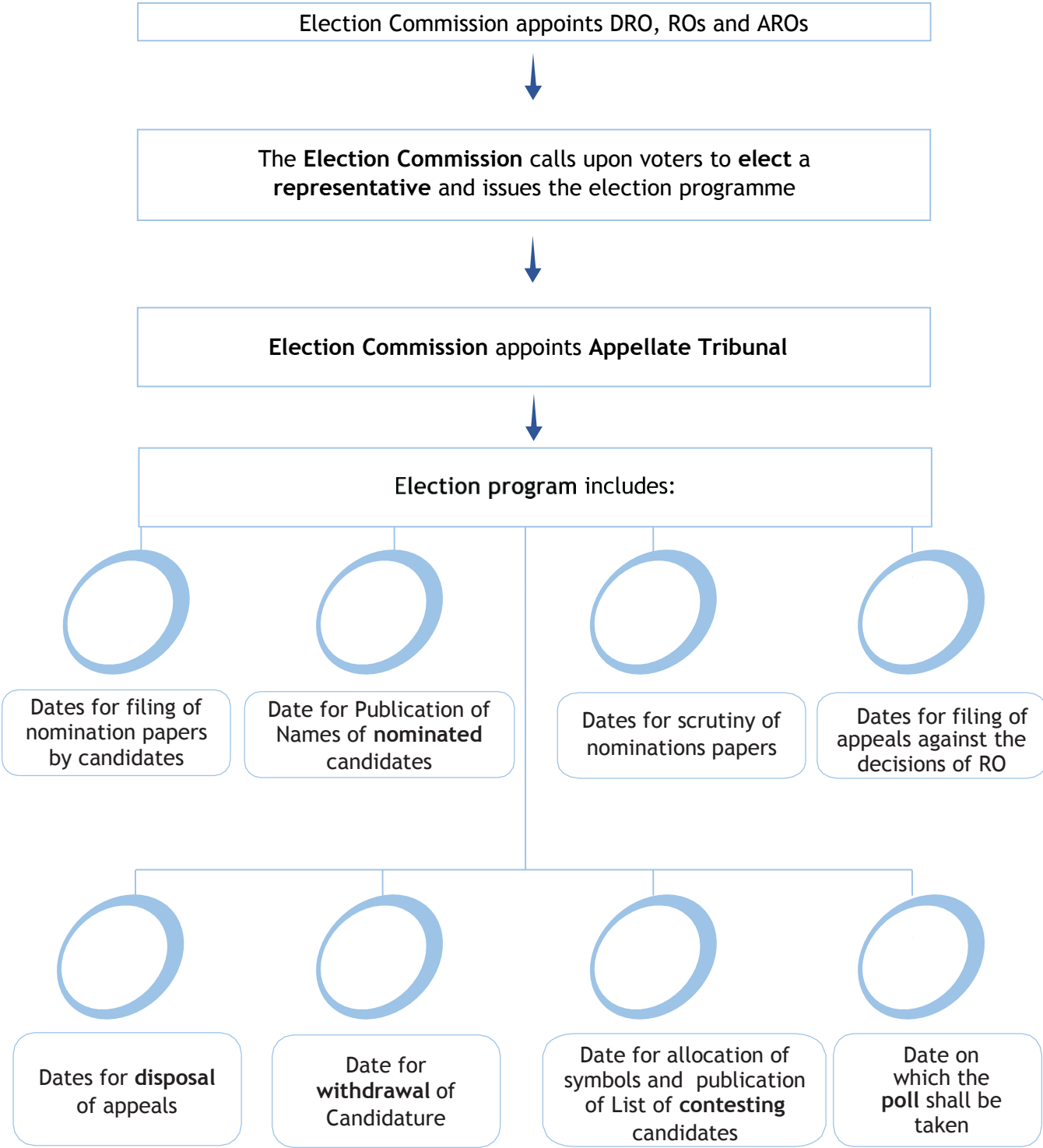


Fairness

- For a fair and just election process, voters, polling agents, candidates and observers must be treated with equality, regardless of their gender, ethnic origin, religion or political affiliation

Pre Poll Activates

The Election Begins



Pre-Poll Activities of Returning Officers



ROs have two types of Pre-Poll responsibilities, which are implemented simultaneously. These activities are

Nomination Process

Issuance of Public Notice

Filing of nomination papers by the candidates

Publication of list of nominated candidates at the notice board for information of public

Scrutiny of nomination paper

Preparation of List of validly nominated candidates

Revised list of validity nominated candidates on the order of the Appellate Authority

Withdrawal of candidature

List of contesting candidate and allotment of symbols

Retirement of contesting candidate

Preparation for Poll Day

Preparation of List of polling stations

Collection of updated electoral rolls

Appointment of Polling staff / imparting training

Preparation of communication, Transportation and Security plan

Bulk breaking, Preparation of Polling Bags and Dispatch of Election Material

Disposal of objections and complaints received

Public Notice

The RO under rule 13(1) of Balochistan Local Government (Election) Rules, 2013 will issue public notice on the following format

***FORM-III**

(See sub rule (1) of rule 13)

PUBLIC NOTICE

Whereas the voters of _____
(No. and Name of Ward)
of _____ have been called upon by the Election Commission
(Name of Local Council)

to elect a person or persons from the said ward I, _____
Returning Officer in pursuance of the provisions of sub-rule (1) of rule 13 of the Balochistan
Local Government (Election) Rules, 2013, do hereby give public notice that the following,
dates have been appointed by the Election Commission for
election _____

(Name of Local Council)

from the aforesaid ward..

Nomination _____

Scrutiny _____

Withdrawal _____

Day for the taking of poll _____

2. Notice is also hereby given that the nomination papers shall be received by me in my
office at _____ between the hours of 9' 0 clock in the morning
(Place)
and 2' 0 clock in the afternoon on or before _____
(date)

Returning Officer

Place _____

Date _____

***Substituted** vide Notification No.5-1/2010(BLCEC)/905-975 dated 31st October 2013.

Nomination of Candidates

Scenario	Solution										
<p>1 A voter of Ward may propose or second the name of any duly qualified person(s) to be a member of the Ward. It is necessary that the proposer and seconder be registered voter of the respective Ward from where their proposed candidate is seeking election. The elector, however, can propose or second one candidate only.</p>	<p>The person nominated should be a holder of CNIC and registered as elector in that Ward from which he/she is seeking election. [(see rule 13(2)] of Balochistan Local Government (Election) Rules, 2013 Nomination form is set out in Form-IV</p>										
<p>2 If any person subscribes as proposer, or seconder to more than one nomination paper in a category, all such nomination papers, shall be void except the one received first by the Returning Officer.</p>	<p>Any person may propose or second only one candidature in a Ward [(see rule 13(6)]</p>										
<p>3 Candidature fee to be paid with Nomination Form by Members; (SCHEDULE-I {See rule 15(1)})</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Members Metropolitan Corporation</td> <td style="text-align: right;">6,000/-</td> </tr> <tr> <td>Members Municipal Corporation</td> <td style="text-align: right;">5,000/-</td> </tr> <tr> <td>Members District Council</td> <td style="text-align: right;">4,000/-</td> </tr> <tr> <td>Members Municipal Committee</td> <td style="text-align: right;">2,000/-</td> </tr> <tr> <td>Members Union Council</td> <td style="text-align: right;">2,000/-</td> </tr> </tbody> </table>	Members Metropolitan Corporation	6,000/-	Members Municipal Corporation	5,000/-	Members District Council	4,000/-	Members Municipal Committee	2,000/-	Members Union Council	2,000/-	<p>Receipt for the payment of nomination fee to be issued by the RO in Form-VI and enter the particulars in the Register (Form-VII).</p> <p>The head of account for the purpose of deposit at a branch of the National Bank of Pakistan shall be “C03-Miscellaneous Receipts, C038- Others, C03870-Others (Election Receipts)”. [see rule 15]</p>
Members Metropolitan Corporation	6,000/-										
Members Municipal Corporation	5,000/-										
Members District Council	4,000/-										
Members Municipal Committee	2,000/-										
Members Union Council	2,000/-										
<p>4</p> <ul style="list-style-type: none"> • RO should provide a receipt for each nomination form and assign a serial number. • The scrutiny of nomination papers shall be open to the candidates, their election agents, proposers and seconders, or the persons who made objections against the nomination papers, and any voter of the local area concerned who obtains permission from the Returning Officer, before the commencement of the scrutiny. [Rule 16(1)] 	<p>The RO should also inform the person who presents the nomination paper of the time, date and place at which scrutiny shall be held. [(see rule 13(7)]</p>										
<p>5 A list of the nominated candidates (Form-VIII) shall be affixed at a conspicuous place in the RO's office.</p>											

Submission of Nomination Papers

Every nomination has to be made in a separate prescribed form which is to be signed by both the proposer and seconder, as well as by the candidate.

1. Nomination Form-IV will be used for all categories of seats in a Local council other than for Non-Muslim category of seats.
2. Nomination Form-XXVII will be used for the category of Non-Muslim seat in a Local council.
3. Every candidate shall deposit candidature fee in cash or in form of bank draft in favour of RO.
4. Nomination Form will be accompanied by attested copy of National Identity Card.
5. Candidature fee is non-refundable.
6. Not more than one deposit under sub-rule (1) shall be required in the case of a person who has been nominated as a candidate for the same seat by more than one nomination paper.
7. The nomination paper of a candidate shall be rejected if not accompanied with the declaration and deposit.
8. Declarations applicable to the candidate are to be signed by him/her.

Receipt

The receipt provide at the end of every nomination form should be filled in and returned to the candidate by the RO.

FORM IV

(See sub rule (3) of rule 13)

NOMINATION FORM

Election to the _____ (Name of Local Council)

(To be filled in by the proposer)

I _____(Name of the proposer), CNIC No. _____

_____, registered as a voter at Serial No. _____ in the
electoral roll for _____ ward in _____ Tehsil in
_____ District do hereby propose the name of
_____ whose address is _____ as a
candidate for election from _____
_____ ward.

(2) I hereby declare that I have not subscribed to any other nomination paper either
as proposer or seconder.

Signature of proposer

(To be filled in by the seconder)

I _____(Name of the seconder), CNIC No. _____

_____, registered as a voter at Serial No. _____ in the
electoral roll for _____ ward in _____ Tehsil in
_____ District do hereby second the nomination of
_____ whose address is _____
_____ as a candidate for election from
_____ ward.

(2) I hereby declare that I have not subscribed to any other nomination paper either as proposer or seconder.

Dated _____

Signature of Seconder

(Declaration and oath by the person nominated)

(1) I, _____ son/daughter/wife of _____, CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ ward in _____ Tehsil in _____ District do hereby _____ declare and solemnly swear that _____.

(i) I have consented to the above nomination and that I am not subject to any disqualification for being elected as a member of _____

(Name of Local Council)

(ii) I believe in the absolute and unqualified finality of the Prophet-hood of Muhammad (Peace be upon him), the last of the Prophets, that I am not a follower of any one who claims to be a Prophet in any sense of the word or of any description whatsoever after Muhammad (Peace be upon him), that I do not recognize such a claimant to be a Prophet or a religious reformer, not do I belong to the Qadiani Group or the Lahori Group or call myself an Ahmadi;

(iii) I bear true faith and allegiance to Pakistan and uphold the sovereignty and integrity of Pakistan; and

(iv) I will strive to preserve the Islamic Ideology which is the basis for the creation of Pakistan.

Dated _____

Signature or Thumb Impression
of the person nominated

Preference for
allocation of symbol

(To be filled in by the Returning Officer)

Serial number of nomination paper _____ .

This nomination paper was delivered to me at my office at _____(hour) on
_____(date) by _____being the
candidate/proposer/seconded.

Returning Officer

(Decision of Returning Officer accepting or rejecting
the nomination paper at the day fixed for scrutiny)

I have examined this nomination paper and decide as follows

(In case of rejection state brief reasons)

Dated _____

Returning Officer

RECEIPT

(To be filled in by the Returning Officer)

Serial number of nomination paper _____

The nomination paper of _____ a candidate for election
from _____ of _____ was
(No. and name of Ward) (Name of Local Council)

delivered to me at my office at _____ on _____ by _____ the
candidate/proposer/seconded.

This nomination paper will be taken up for scrutiny at _____ on
_____ at _____
(Date) (Place)

Returning Officer

Dated _____

FORM-XXVII

{See rule 13(3)}

NOMINATION FORM

(For non-Muslim seats)

Election to the _____

(Name of Local Council with District)

From _____

(No. and Name of Ward)

(To be filled in by the proposer)

(1) I, _____ (Name of the proposer), CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) of _____ (Name of Local Council) in _____ Tehsil in _____ District do hereby propose the name of _____ son/daughter /wife of _____ whose address is _____ as a candidate for election from _____ (Name of Local Council).

(2) I hereby declare that I have not subscribed to any other nomination paper either as proposer or seconder.

Dated _____

Signature or thumb
impression of Proposer

(To be filled in by the seconder)

(1) I, _____ (Name of the Seconder), CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) of _____ (Name of Local Council) in _____ Tehsil/Taluka in _____ District do hereby propose the name of _____ son/daughter /wife of _____ whose address is _____ as a candidate for election from _____ (No. and Name of Ward) of _____ (Name of Local Council).

(2) I hereby declare that I have not subscribed to any other nomination paper either as proposer or seconder.

Dated _____

Signature or thumb
impression of Seconder

(Oath and declaration by the person nominated)

(1) I, _____ son/daughter/wife of _____, CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) of _____ (Name of Local Council) in _____ Tehsil in _____ District do hereby declare and solemnly swear that –

- (i) I have consented to the above nomination and that I am not subject to any disqualification for being elected as a member of _____ (Name of Local Council)
- (ii) I bear true faith and allegiance to Pakistan and uphold the sovereignty and integrity of Pakistan; and
- (iii) I will strive to preserve the Islamic Ideology which is the basis for the creation of Pakistan.

Dated _____

Signature or Thumb Impression
of the person nominated

(To be filled in by the Returning Officer)

Serial number of nomination paper _____ .

This nomination paper was delivered to me at my office at _____ (hour) on _____ (date) by _____ being the candidate/proposer/seconded.

Returning Officer

(Decision of Returning Officer accepting or rejecting
the nomination paper at the day fixed for scrutiny)

I have examined this nomination paper and decide as follows –

(In case of rejection state brief reasons)

Dated _____

Returning Officer

RECEIPT

(To be filled in by the Returning Officer)

Serial number of nomination paper _____

The nomination paper of _____ a candidate for election from
_____ of _____ was delivered

(No. and name of Ward) (Name of Local Council)

to me at my office at _____ on _____ by the candidate/ proposer/
seconder.

All nomination paper will be taken up for scrutiny at _____ on _____ at
_____ (hour)

_____ (Date) (Place)

Dated _____

Returning Officer

FORM VII

{ See rule 15(3)
and rule 36(4) }

Fee Deposit Register of election in _____
(Name of Local Council/Ward) with District

S. No	Name of candidate /Name of Presiding Officer	S. No. of nominations filed	Amount deposited		Received in cash S. No of receipt issued in Form VI or XV	Signature of the Retuning Officer	Disposal of the cash Deposit and remarks (if any)
			For nomination	For challenged votes			
1	2	3	4	5	6	7	8

FORM VI

{See rule 15(3)}

PAYMENT RECEIPT OF CANDIDATURE FEE

S. No _____

Sum received _____

Deposited by _____

S. No in the Deposit Register _____

Candidate's name _____

(Name of Local Council/Ward)

Date _____ Signature of the
Returning Officer

S. No _____

Received a sum of Rs. _____

(figure) _____ (in words)

in cash from _____
(Name)

a candidate for election as member of

_____ (Name of Local Council/Ward)

and entered in the Deposit Register under

S. No. _____

Date _____

Date _____ Signature and seal of the
Returning Officer

Statement of Nominations

Returning Officer shall paste the statement of Nomination Papers in Form-V received for general/reserved seats on some conspicuous places in his office on a date prescribed by the Election Commission in election Program

FORM V {See rule 13 (8)}

STATEMENT OF NOMINATIONS

Election to the Local Council/Ward_-

from _____ electoral unit NOTICE is hereby given that the following nominations in respect of the above election have been received up-to _____ o' clock in the afternoon today: -

S.No. of nomination paper	Name of candidate	Name of father/ husband of candidate	Age of candidate	Address	S. No. of the candidate on the electoral roll	Name of proposer	S. No. of proposer on the electoral roll	Name of seconder	S. No. of seconder on the electoral roll
1	2	3	4	5	6	7	8	9	10

Returning Officer

Place _____

Dated _____

Scrutiny of Nomination Papers

	Scenario	Solution
1	A Scrutiny shall be held on dates mentioned in the public notice by the RO	The dates for the scrutiny are decided by the ECP which are published in the form of Public Notice by the RO
2	The RO will examine the nomination papers carefully, ensuring that all information is available and valid.	Any objection to the nomination of a candidate shall be decided by the RO during scrutiny in a summary inquiry.[Rule 16(3)]
3	The RO may conduct a summary inquiry if he/she may think fit in order to decide whether to accept or reject a nomination paper	The inquiry may be conducted on the RO's own motion or upon objection to the nomination by any person authorized under Rule 16.
4	<p>The RO may not reject a nomination paper on the grounds of any defect which is not of a substantial nature and may allow such defect to be rectified. These include errors with regard to:</p> <ul style="list-style-type: none"> o Name o Serial Number in electoral rolls <p>The RO will reject a nomination paper if he/she is satisfied that:</p> <ul style="list-style-type: none"> a) Candidate is not qualified to be elected b) The proposer or seconder is not qualified to subscribe a nomination paper c) The provisions of Rule-13 or 15 are not complied with d) The signature of proposer or seconder is not genuine. 	<p>The rejection of a nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.</p> <p>The RO may give opportunity to the candidate, proposer, seconder to provide any required/missing document which were required to be annexed, any column left blank etc., during the stipulated time. [Rule 16(4)d]</p>
5	The RO shall endorse in writing on each nomination paper his decision accepting or rejecting it. In the case of a rejection, brief reasons should be recorded. [Rule 16(5)]	In case of an appeal against the RO's decision, reasons for rejection of a nomination paper are extremely important and should always be duly recorded. A certified copy of the orders will be provided to the candidate on request according to law.
6	Any appeal against the decision of the returning officer may be filed by any person present at the time of scrutiny to the appellate authority.	The decision of the appellate authority shall be final.

Qualifications for Candidates and Elected Members

Section 24 of The Balochistan Local Government Act - 2010

24. Qualifications for candidates and elected members. (1) A person shall qualify to be elected or to hold an elective office or membership of a local government, if he

- (a) is a citizen of Pakistan;
- (b) is not less than twenty one years of age on the last day fixed for filing the nomination form;
- (c) is enrolled as a voter in the electoral roll of the relevant ward;
- (d) is of good character and is not commonly known as one who violates Islamic injunctions:

Provided that the condition at (d) shall not apply to a person who is a Non-Muslim, but such a person shall have a good reputation;

- (e) has not been declared by a competent court to be of unsound mind;
- (f) is not in the service of the federal government, a provincial government or a local council or any statutory body or a body which is controlled by any such government or council or, in which any of such government or council has a controlling share or interest, except the holders of elected public office and part-time officials remunerated either by salary or fee:

Provided that in case of a person who has resigned or retired from such service, a period of not less than six months has elapsed since his retirement;

- (g) is not under contract for work to be done or goods to be supplied to the Local Council concerned or has otherwise any pecuniary interest in its affairs;
- (h) has not been dismissed, removed or compulsorily retired from public service on the grounds of moral turpitude;
- (i) does not possess assets which are inconsistent with his declaration of assets or justifiable means, whether held in his own name or of the dependents or any other person or corporate body in whose name assets are held in trust or under any other formal or informal arrangement whereby the defacto control of such assets including their sale, transfer or pecuniary interest is retained by him;
- (j) has not been adjudged a wilful defaulter of any tax or other financial dues owed to the federal government, a provincial government, or a local council or any financial institution, including utility acts outstanding for six months or

more;

- (k) has not been convicted by a court of competent jurisdiction on a charge of corrupt practice, moral turpitude or misuse of power or authority under any law for the time being in force;
- (l) has not been sentenced to imprisonment for more than three months for an offence under any law unless a period of not less than five years has elapsed since his release; and in case of a member or a holder of a public office, has not been sentenced to imprisonment;
- (m) has not failed to file the required return of election expenses or is not convicted for exceeding the prescribed limits of election expenses;
- (n) has not been declared an un-discharged insolvent by any court;
- (o) does not engage in any transaction involving pecuniary interest with the local council of which he is a member;
- (p) does not absent himself without reasonable cause from three consecutive meetings of the council of which he is a member:

Provided that a member shall not be disqualified if the absence was necessitated by an emergency or force majeure; and

- (q) has not been, and is not, involved, in activities prejudicial to the ideology, interest, security, unity, solidarity, peace and integrity of Pakistan and its people, and the good order and harmony of society.

(2) Whoever—

- (a) is found by the Election Commission to have contravened the provisions of sub- section (1) shall stand disqualified from being a candidate for election to any office of the local council for a period of four years; or
- (b) having been elected as a member of a local council or being a holder of an elective office of the local council is found by the Election Commission to have contravened the provisions of sub- section (1) shall cease forthwith to be an elected member or to hold the office of such Local Council and shall also stand disqualified from being a candidate for election to a local council for a period of four years.

Validly Nominated Candidates

After completion of the scrutiny process, the RO will **prepare a list of validly nominated candidates**, i.e. those candidates whose nomination papers have been accepted



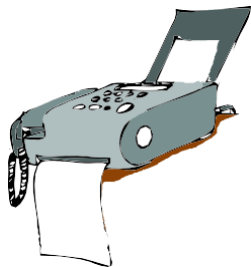
The list of validly nominated candidates shall be drawn in **Form-VIII** (supplied to RO by ECP/PEC)



A copy of Form-VIII will be pasted on the **notice board** in the RO's office for information of the general public



The RO will also send a copy of the list of validly nominated candidates to **PEC/REC/DEC** by quickest possible means.



The prepared list will be **revised** by the RO if an appeal against the decision of RO has been accepted by the Appellate Tribunal or a nomination paper is withdrawn by a candidate either himself in person or by any agent duly authorized by him in writing.



FORM VIII

{See rule 18(1)}

LIST OF VALIDLY NOMINATED CANDIDATES

Election to the _____
(Name of Local Council / Ward with District)

S. No.	Name of candidate	Name of Father/Husband	Number and name of ward	Address of candidate
1	2	3	4	5

Place _____

Returning Officer

Date _____

Appeals against Scrutiny Decisions

1

An appeal within time as specified in the election programme may be filed against the decision of RO in case of rejection or acceptance of a particular nomination form. The appeal may be filed by the candidate or by any person present at the time of scrutiny



2

An appeal may be filed by the appellant before the respective **Appellate Authority** notified by ECP



3

RO shall **revise** the list of validly nominated candidates, if so required, in the light of decision of the **Appellate Authority**



4

Revised list of validly nominated candidates will be prominently placed on the RO's notice board and a copy of the same will also be sent to **PEC/REC/DEC** by quickest possible means



Withdrawal/Retirement of Candidature



Any validly nominated candidate may **withdraw his candidature** on or before the date fixed in the election program



A **written notice** for withdrawal should be submitted to the RO. The notice must be signed by the candidate himself



The notice may be **submitted** to the RO by the candidate himself or through an agent duly authorized by the candidate



Before accepting the notice, the RO must ensure that the **candidate's signature** is valid. A notice of withdrawal, once given to the RO cannot be recalled or cancelled



A copy of the **withdrawal notice** should be prominently affixed in the RO's office. The RO should also inform the PEC/DEC about the candidate's withdrawal




Any candidate may retire from the contest on any day not later than **72 hours ending the midnight** (before the poll day)



If a validly nominated candidate who has not withdrawn his candidature, dies before taking of the poll, the Returning Officer shall, by public notice, terminate the proceedings relating to that election and inform the Provincial Election Commissioner. [rule-21(1)]



Allotment of Symbols to Contesting Candidates

Action	Solution
 <p>On the day following the withdrawal day, the RO shall allot election symbols to the contesting candidates. [Rule 19(3) & 23]</p>	<p>I. Candidate to file certificates of party affiliation:- Each contesting candidate before seeking allotment of prescribe symbol, shall file a declaration before the Returning Officer about his party affiliation, if any, along with a certificate from the political party showing that he is party candidate from the ward. [Rule 22(a)]</p> <p>II. Contested Election.- (1) If there are more contesting candidates than the number of seats from such ward, the Returning Officer shall-</p> <p>(a) call upon the contesting candidates to indicate their preference for the symbol, out of the symbols specified in sub-rule (2) ;</p> <p>(b) allot the symbols to the contesting candidates if there is mutual agreement amongst them on the symbols;</p> <p>(c) in case of disagreement , allot one of the symbols specified in sub-rule (2) to each contesting candidate of a ward by drawing lots in the presence of such contesting candidates or their agents as happen to be present on the date and at the time fixed by the Returning Officer for the finalization of the list of contesting candidates;</p> <p>(d) publish at a conspicuous place in his office a list of the names of the contesting candidates in Form IX arranged in alphabetical order indicating against each the symbol allotted to him; and</p> <p>(e) give public notice of the poll in Form XI</p> <p>III) Prepare list of contesting candidate on Form-IX</p>

[Rule 23(2)]

Provided further that no candidate other than the candidate of a Political Party, shall be entitled for allotment of a symbol allotted to a political party in the Schedule-III

- | | |
|-----------------------------|---------------------|
| (1) Almirah | (29) Kite |
| (2) Apple | (30) Ladder |
| (3) Axe | (31) Lamp Hurricane |
| (4) Bicycle | (32) Lock |
| (5) Bow and Arrow | (33) Mango |
| (6) Boat | (34) Motor Car |
| (7) Bucket | (35) Peacock |
| (8) Bullock Cart | (36) Pitcher |
| (9) Bus | (37) Radio |
| (10) Camel | (38) Railway Engine |
| (11) Candle | (39) Rose |
| (12) Cap | (40) Scissors. |
| (13) Charpoy | (41) Ship |
| (14) Chair | (42) Spade |
| (15) Clock | (43) Spectacles |
| (16) Cow | (44) Spinning Wheel |
| (17) Cup and Saucer | (45) Table |
| (18) Deer | (46) Telephone |
| (19) Fan | (47) Tent |
| (20) Fish | (48) Tennis Racket |
| (21) Flaming Torch (Mashal) | (49) Tiger |
| (22) Hammer | (50) Tonga |
| (23) Hat | (51) Tractor |
| (24) Hockey Stick | (52) Tree |
| (25) Horse | (53) Turban |
| (26) Hukka | (54) Umbrella |
| (27) Hut | (55) Walking Stick |
| (28) Inkpot with pen | (56) Wheel |

FORM IX

{See rule 19(3) (5) and 23(1)(d)}

LIST OF CONTESTING CANDIDATES

Election to the _____

(Name of Local Council/Ward with District)

S.No	Name of ward	Name of the contesting candidates in alphabetical order	Address of the contesting candidates	Symbol allocated
1	2	3	4	5
1.				
2.				
3.				
4.				
etc.				

Notice is hereby given that the poll shall be taken between the hours of _____ on (date) _____.

Place _____

Date _____

Returning Officer



Electoral Rolls

- Election Commission shall provide Electoral Rolls to the ROs for holding election.
- The RO shall collect the electoral rolls of relevant Electoral Areas of local councils for which he is appointed.
- The RO shall provide to the presiding officer the copies of electoral rolls for each polling station.
- The Presiding officer shall split up the electoral rolls for use at the polling station according to the polling booths.

Note Make sure that the electoral rolls are duly signed and authenticated by the concerned registration officer.

Preparation of List of Polling Stations and Appointment of Polling Staff

One of the important responsibilities of the RO is also to prepare the polling scheme for each Electoral Area assigned

List of Polling Stations



A comprehensive list is prepared by the RO. The list details are:

1. Allotment of serial number to each polling stations proposed for each ward of a local councils.
2. Name and location of each polling station.
3. Name of the electoral area assigned to the polling station.
4. Serial numbers of voters on the electoral roll for each polling station.
5. Total number of voters (with segregated data for male and female voters)
6. Number of polling booths per polling station.

There will be no change in the list of polling stations after the publication without the prior approval of the ECP.

Appointment of Polling Staff




1. The Returning Officer shall appoint for each polling station a Presiding Officer and as many Assistant Presiding Officers and Polling Officer for each booth to assist the Presiding Officer as he may consider necessary.
2. List of such Presiding Officers, Assistant Presiding Officers and Polling Officers shall be submitted to the ECP at least 15 days before the poll day and no change shall be made without prior approval of the ECP. [Section-21]
3. The Returning Officer shall authorize one of the Assistant Presiding Officers to act in place of the Presiding Officer, if the Presiding Officer at any time during the poll, for reason of illness or other causes, is unable to perform duty.

Guidelines for Selection of Polling Stations

While preparing the list of polling stations by RO, the following points should be kept in mind:

- i. Polling stations must be established within the limits of a local councils.
- ii. The number of registered voters assigned to a polling stations may range from 1000 to 1200
- iii. District Election Commissioner, will provide a draft list of polling stations to the Returning Officer;
- iv. The Returning Officer, on receipt of the draft list of polling stations from the District Election Commissioner, will physically verify each polling station in the ward for preparation of list of polling stations.
- v. Suitability of the buildings and convenience as well as accessibility of the voters may be given preference in establishment of polling stations.
- vi. No polling station shall be housed in a building, which is owned by or is in possession of any candidate. Police station, Banks should not be utilized as polling station.
- vii. It may be ensured that while assigning the electoral areas to a polling station, no electoral area is left out.
- viii. As far as possible, polling stations may be set up in government owned buildings such as schools, colleges, offices, community centers, union council offices etc. The buildings of autonomous bodies, semi-autonomous bodies and corporations can also be utilized for the purpose.
- ix. As far as combined polling stations are concerned, it is to be ensured that female voters of a particular area are assigned to the same polling station to which their men-folk have been assigned to, but separate female and male entrances and separate booths for male and female voters should be arranged.
- x. The number of polling booths may be determined keeping in view the number of electors assigned to a polling station, e.g. two or more and shall not exceed four.
- xi. The selection of buildings of the Polling Stations may be made with utmost care. Where more than one building is available, the spacious and centrally located building should be selected as a Polling Station keeping in view convenience of voters.
- xii. Separate Polling Stations for female voters shall be proposed only if male Polling Stations and female polling stations cannot be accommodated in the same building. In case of non-availability of suitable building for establishing exclusive female polling station, a combined polling station with separate booth for male and female voters may be establish.
- xiii. In case the Polling Station building has more than one story, the Polling Station



- 
- should preferably be located on the ground floor to avoid inconvenience to the voters.
- xiv. Improvisation of Polling Stations has to be avoided in the interest of economy. Improvised polling stations would be set-up under un-avoidable circumstances only and those too at places where absolutely no public buildings are available.
 - xv. The Returning Officer shall before such time as the Election Commission may fix submit to the District Returning Officer list of proposed polling stations on Form-II for Approval/Notification.
 - xvi. The District Returning Officer shall send a hard and soft copy of the final list of polling stations to the Election Commission through the Provincial Election Commissioner.
 - xvii. Due to COVID-19 pandemic, the selection of buildings of the Polling Stations may be made with utmost care. Where more than one building is available, the spacious and centrally located building may be selected as a Polling Station keeping in view convenience of voters.
 - xviii. Due to COVID-19 pandemic, the provision of more than one booth in a room of ordinary size has to be avoided. However, in unavoidable circumstances, the room should be partitioned to provide separate booths for male and female voters.
 - xix. It may be ensured that all polling stations are well lit with availability of drinking water.
 - xx. Washrooms may also be ensured for women and persons with disabilities (PWDs).
 - xxi. Availability of hand-sanitizers may be ensured at polling stations.
 - xxii. Polling booths may be situated in larger area in order to follow social distancing SOPs of COVID-19.
 - xxiii. Provision of ramps may be ensured in case of stairs on ground floor polling stations.
 - xxiv. The Returning Officer shall paste the final list of polling stations at his office to facilitate the general public and other stakeholders

Note: The ECP may add or delete any of the instructions regarding the perpetration of list of polling stations and appointment of polling staff.

Guidelines for Selection of Polling Personnel

While preparing the list of polling personnel the following points should be kept in mind:

- i. Utmost care should be exercised in the selection of polling staff.
- ii. There will be a Presiding Officer for each polling station and such number of Assistant Presiding Officers for each booth and polling officers for each polling booth as RO may consider necessary
- iii. As far as possible, the Presiding Officers may be drawn from amongst officers working in BPS-16 and above. The Presiding Officers should be able to command respect and inspire public confidence.
- iv. As far as possible, the Assistant Presiding Officers may be drawn from amongst officials working in BPS-11 and above. The Assistant Presiding Officer shall take over the functions of Presiding Officer, if required.
- v. As far as possible, the Polling Officers should be the officials working in BPS-9 and above
- vi. Female polling staff may be selected for exclusive female Polling Stations as well as female Polling Booths at combined Polling Stations. Where female staff is not available, the booth may be manned by some elderly male member with at least one female Polling Officer and Assistant Presiding Officer at each booth, meant for female voters.
- vii. Where a female Presiding Officer has been appointed for a Polling Station, a Naib Quasid will also be deputed to facilitate her in carrying election material and other similar jobs.
- viii. Such physically impaired, women in family-way, or are likely to retire by the time Elections are held or likely to go abroad or already on long leave/medical leave, should not be included in the list of Polling Personnel.
- ix. The Polling Personnel should be men of integrity and should be drawn from the Departments of the Government, Autonomous Bodies, Semi-Autonomous Bodies and Corporations controlled by the government.
- x. 5% reserve polling staff should be earmarked by each Returning Officer.
- xi. It is advisable to issue appointment orders of the polling staff sufficiently in advance of the date of the training/poll order to avoid any delay in the matter.
- xii. List of polling personnel shall be submitted by RO to PEC.
- xiii. The Returning Officer shall at least 15 days before the poll day submit list of polling personnel to the ECP for approval.

Note: The ECP may add or delete any of the instructions regarding the perpetration of list of polling stations and appointment of polling staff.

FORM-II

[See rule 11(1) & (4)]

LIST OF POLLING STATIONS FOR LOCAL COUNCIL

Election to the _____ District _____
(Name of Local Council)

No. and Name of Ward _____

S. No.	No. and name of polling station	In case of rural areas		In case of urban areas		S.No. of voters on the electoral roll in case electoral area is bifurcated	Number of voters assigned to polling station			Number of polling booths		
		Name of electoral area	Census block code	Name of electoral area	Census block code		Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11	12	13

1
2
3
4
5
6
7
8
9
10
etc.

Dated:
.....

Returning Officer /
District Returning Officer

FORM-III

(See sub rule (1) of rule 13)

PUBLIC NOTICE

Whereas the voters of _____
(No. and Name of Ward)

of _____ have been called upon by the Election
Commission
(Name of Local Council)

to elect a person or persons from the said ward I, _____
Returning Officer in pursuance of the provisions of sub-rule (1) of rule 13 of the Balochistan
Local Government (Election) Rules, 2013, do hereby give public notice that the following,
dates have been appointed by the Election Commission for
election _____

(Name of Local Council)

from the aforesaid ward..

Nomination _____

Scrutiny _____

Withdrawal _____

Day for the taking of poll _____

2. Notice is also hereby given that the nomination papers shall be received by me in my
office at _____ between the hours of 9' 0 clock in the morning

(Place)

and 2' 0 clock in the afternoon on or before _____.

(date)

Returning Officer

Place _____

Date _____

***Substituted vide Notification No.5-1/2010(BLCEC)/905-975 dated 31st October 2013.**

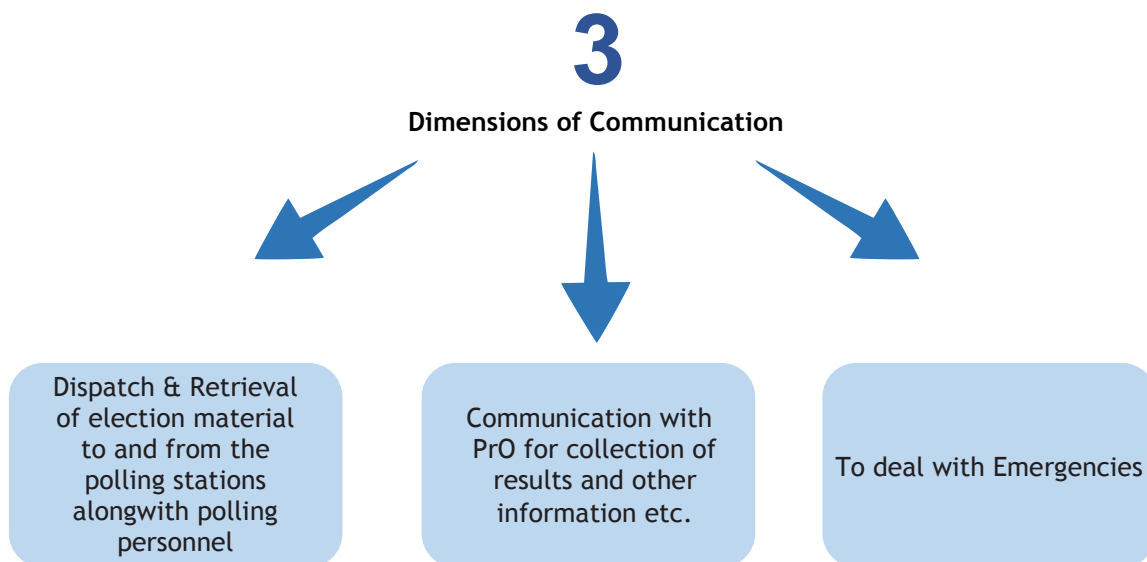
Formulation of Different Plans

The Returning Officer has to formulate different plan which are necessary for smooth and efficient conduct of elections. These plans and their objectives are given below:

Sr.No.	Plan	Objective
1.	Communication Plan for general correspondence	<ul style="list-style-type: none">• To remain in touch with Presiding Officer in the conduct of elections.• To ensure timely collection and transmission/communication of results to ECP/PEC/DRO.
2.	Security Plan	<ul style="list-style-type: none">• To ensure that law and order situation remains under control in pre-poll, poll-day and post-poll activities.• To provide peaceful and conducive atmosphere for voters to cast their vote freely and without any fear.• To ensure safety and security of polling staff and election material.• To ensure quick response in case of emergency.
3.	Transportation Plan	<ul style="list-style-type: none">• To ensure timely and secure transportation of election material.• To make arrangements for safe transportation of polling staff and election material to and from the polling stations.

Preparation of Communication Plan for Presiding Officers

Returning Officers should ensure that an effective communication plan is in place with each Presiding Officer to facilitate the election process



Communication Plan should be extremely practical and efficient and should reflect the realities of both the RO and PrO's positions. A copy should be given to the PrO and master copy should be with the RO for his/her reference.

While drafting a Communication Plan, the following should be kept in mind:

Location of Polling Station

The communication plan should include the distance that has to be traveled in order to send/receive election material and election result.

Available means of Communication

Before designing your plan, assess the most convenient and easily accessible means of communication.

Possible Emergencies:

Evaluate the possible emergencies that could arise on polling day. Ensure that your communication plan suggests a plan of action and relevant contact information catering to these emergencies.

Appointment of Focal Persons

Keeping in view the number of Presiding Officers, the RO should appoint focal persons for group of polling station to facilitate communication with Presiding Officers and to ensure smooth functioning of logistic arrangements and for conduct of various activities including communication of results. The office of focal person will serve as Communication Centre for a particular cluster of polling stations.

The focal person should be responsible for the following:

1. To update RO regarding day to day activities and seek guidance wherever required for taking appropriate action.
2. Communication with Presiding Officers of the polling stations in his area.
3. Ensuring that Presiding Officers and other polling staff attend trainings as per plan.
4. Conveying to the Presiding Officers the date, time and manner of receiving polling bags and other material for polling station.
5. Supervising working of the counter established in the office of RO for handing over polling bags and other material.
6. Arranging logistic for transportation of polling staff and election material to the polling station.
7. Ensuring that similar transportation arrangement is available for taking back the polling staff and material at the end of the poll.
8. Ensuring that Presiding Officers submit statement of count and ballot paper account to RO and deposit election material at the assigned counter safely and timely in organized manner.

Communication Plan Template

- Emergency Numbers:
1. DRO
 2. RO
 3. District Administration
 4. DPO
 5. DEC etc.

Number and Name of Local councils _____

Communication Plan for Emergency and Result Transmission

Sr. No.	Detail of Communication center (name, location and contact no of Communication center)	In-charge of communication center (Focal Person) with contact no	Number and name of polling stations assigned to the communication center	Name and designation of presiding officer	Contact number of presiding officer	Name of security personnel	Contact number of security personnel	Contact number of Returning officer & ARO
1	2	3		5	6	7	8	9
1								
2								
3								
4								
5								
6								

All other important numbers including DRO, DCO, DPO and DEC and all other emergency numbers must also be mentioned in the plan



Security Plan

- Maintenance of law and order is basically the responsibility of District Administration and Law Enforcement Agencies. However, RO also play a role in preparation of security plan.
- The RO has to coordinate with authorities concerned so that voters may be able to cast their vote without any fear.
- The plan is devised keeping in view nature of a polling station, whether it is highly sensitive, sensitive or non-sensitive polling station.
- The District Administration and Law Enforcement Agencies decide about the sensitivity or otherwise of a polling station in consultation with DRO and RO concerned. Extra measures are taken and security is beefed up at highly sensitive and sensitive polling stations and CCTV Cameras at highly sensitive polling stations are installed if directed.
- An additional plan is also prepared to meet any emergency at a polling station or in the area where elections are being held.
- RO should personally visit highly sensitive and sensitive polling stations to ensure that appropriate security arrangements have been made at such polling station.
- RO should remain in contact with focal persons of District Administration and Law Enforcement Agencies so that their assistance may be sought immediately in case of an emergency.
- Security plan should also include arrangement for safe and secure transportation of election material from DRO to ROs and from ROs to Polling Stations.
- Security of polling staff and election material dispatched to and from polling stations to the RO office should be an essential part of security plan.



Transportation Plan

Transportation plan includes proper arrangements of the following:

- a) Transportation of election material from DRO's office to ROs' in the district.
- b) Transportation of polling staff, polling bags, ballot boxes etc. from RO's office to polling stations.
- c) Retrieval of polling bags, election material and polling staff from polling stations to RO's office.

DRO will make necessary arrangements for transportation of sensitive and non-sensitive election material from his office. After bulk breaking of election material and preparation of polling bags, the RO has to make arrangements for safe transportation of polling material and polling staff to polling stations. This is a very crucial activity of RO and if proper arrangements for transportation are not made, it can adversely affect the polling process. Focal persons can be very helpful in ensuring proper transportation arrangements.



Managing transport

- RO should assess requirements of transport well in advance so that required number of vehicles are available for transportation of election material and polling staff to polling stations.
- The transport may be acquired with the assistance of district / local administration.
- The acquired vehicles may be given a number which should be prominently displayed on the vehicle.
- The numbered vehicles should be assigned to each Focal Person according to his requirement.
- Contact number and particulars of drivers should be mentioned in logistic/Transportation plan.

Transportation Template

Plan to transport polling staff and election material from RO office to polling stations and back from polling stations to RO office may be prepared on the following format:

Note: After close of the poll, same vehicle will collect staff and material. Vehicle will move in reverse order starting from the polling station where staff and material was delivered.

1	2	3	4	5	6	7
Name of Local councils	No.& Name of polling stations assigned	Name& contact number of Presiding Officer/APO	Name, Designation and contact no of official in-charge/ focal person	Route No. assigned to vehicle	Vehicle No.	Driver Name and Contact No
	GHS-X	Muhammad Akbar	Murad Ali	6	RY 202	Muhammad Ali xxxxx
	GPS-Y	(xxxxx)				
	BHU-Z	(xxxxx)				
	TB Centre-Q	Ahmed Nawaz (xxxxx)				

Bulk Breaking

One of the key activities before the poll day is bulk breaking of election material and packing of polling bags for each polling station. Main steps are as under:


- i. PEC/DEC hands over the election material in bulk to the DROs.
- ii. Bulk breaking of the material is carried out by the DRO as per requirement of the ROs.
- iii. Polling bags are prepared in a very careful manner. Owing to the sensitivity, the ballot papers are kept into a small bag which is sealed and put into the large bag along with other sensitive and non-sensitive material.

1. Election Material for Polling Stations

1. Sensitive and non-sensitive election material are packed in the polling bags for each polling station as per detail mentioned below
2. Ballot boxes and screened off compartments are handed over to the Presiding Officers for use at the Polling Station.

Detail of election material to be packed in the polling bags for each polling station

Sensitive	Non-sensitive	Other non-sensitive material including Stationery, Posters and placards
<ul style="list-style-type: none"> • Ballot papers • Electoral Rolls • Brass Seal • Official Code • Mark Stamps • Plastic Seals 	<ul style="list-style-type: none"> • List of contesting candidates of the respective Ward of a Local councils • Marking aid stamps • Indelible Ink • Standardized Stamp Pads • Badges (Presiding Officer, Assistant PrO, Polling Officer) • Empty Bag for retrieval of non- sensitive election material • Forms & Packets (Envelops) 	<p>Stationery pack:</p> <ul style="list-style-type: none"> • Ballpoint Pens • Papers • Carbon Papers • Paper Pins • Steel Needle • Thread Ball • Pasting Gum • Candles • Sealing Wax • Match Box • Scales • Marker • Safety Pins • Torch • Scissors • Scotch Tape <p>Placards:</p> <ul style="list-style-type: none"> • Male Polling Booth • Female Polling Booth • Entrance • Exit • Presiding Officer • Assistant Presiding Officer • Polling Officer • Polling Agent • Place for marking Ballot Paper • "Polling Station" <p>Posters:</p> <ul style="list-style-type: none"> • Method to Mark Ballot Papers • Symbols of Candidates • Name and number of polling station



2. Preparation of polling bags

Before start of the packing, different packing points should be set up. The official deputed at each packing point should be oriented about his job. Preferably RO himself should supervise preparation of polling bags and ensure that material is packed with utmost care so that no problem occurs at a later stage.

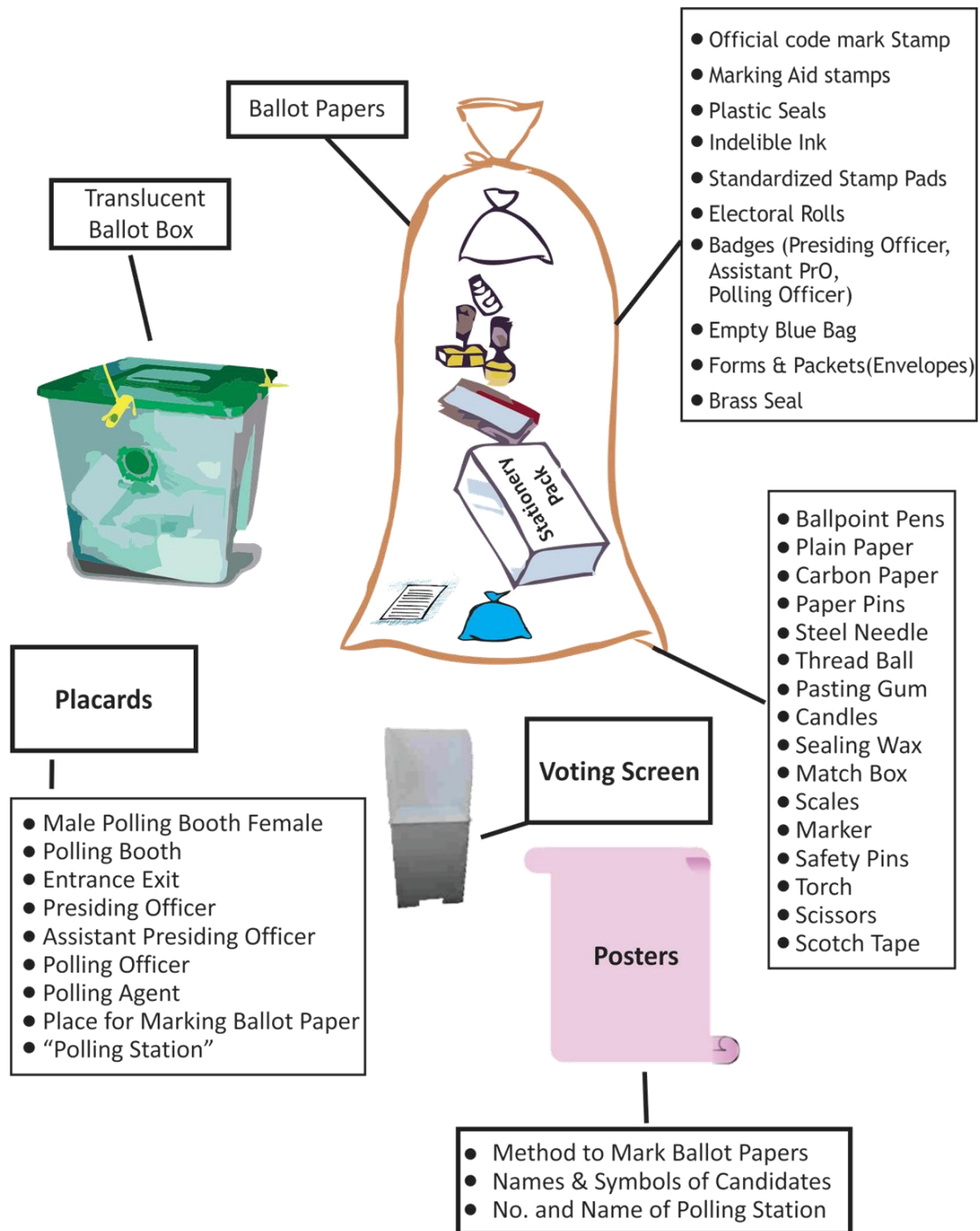
For the packing of bags, the list of polling stations should be available with the officer and officials deputed to packing points:

Packing of election material is done in two parts:

1. Packing of ballot papers
2. Packing of other material

Election Material shall be packed according to scale, Prepared by ECP/PEC.

Packing of Election Material



1. Above mentioned election material will be packed in one of the large size Polling Bag subject to directions of ECP.
2. Ballot papers for the election to the seat of Chairman Tehsil Council will be sealed in small size white polling bag and put in the large size bag meant for tehsil council.
3. Ballot papers for the elections to the members of village/neighbourhood council will be sealed in respective small size bags and put in the large size bag meant for the village/neighbourhood council

3. Dispatch of election material

1. Once material is packed, the RO will set up a dispatch center for material distribution.
2. There shall be sufficient number of counters at the dispatch center for the proper distribution of election material among the Presiding Officers. For proper management, each counter will contain following information:
 1. Each counter will have a unique number (for instance, Counter No: 1)
 2. The number of counters may be determined on the basis of number of polling stations and separate counters may be earmarked for female Presiding Officers.
 3. Number of polling stations assigned to the counter. Should be clearly displayed at each counter.
 4. The RO and ARO should supervise the counters as well as dispatch of election material and polling staff
3. The distribution of material in a systematic way will save a lot of time and energy of both RO and Presiding Officer.

Same counters should work on the evening of poll day to receive material back and other documents from the Presiding Officers when they return after completion of polling process.

Counter No: 1 (for male Presiding officers)	Counter No: 2 (for male Presiding officers)	Counter No: 3 (for female Presiding officers only)
Polling Stations: From 1----to 18 & 20	Polling Stations: From 21----- to 30 and 3 3 to 40	Polling Stations: 19, 31 and 32

FORM-XXXII

[see rule 28(C)(1)]

PACKING INVOICE

1. No. and name of Local Council.....
2. Ward No.....
3. District
4. No. and name of Polling Station
5. No. of voters assigned to the polling station Male Female Total
6. No. of booths Male..... Female Total
7. Details of ballot papers:

Description (Metropolitan Corporation/ Municipal Corporation, Municipal Committee, Union Council)	Quantity Of ballot papers	No. of books	Sr.No. of books		Sr.No. of ballot paper	
			From	To	From	To

8. Official code mark stamps

(a) Quantity

(b) Code (s): (i) (ii) (iii)..... (iv)

 (v) (vi) (vii) (viii)
 (ix) (x)

7. Rubber stamps for marking ballot papers	
8. Serial number of brass seal (one per polling stations)	
9. Injdelible ink vials (one per booth plus two per polling station)	
10. Plastic seals for ballot boxes (five per ballot box) plus extra	
11. Standarized stamps pads (two per booth + one per polling station)	
12. Standard stationery pack (one per pollilng station)	

Received above articles in sealed bag

Signature of the Presiding Officer

Signature of the Returning Officer

Date:.....


Polling Day

Returning Officer's Responsibilities on Poll Day




RO has the following responsibilities on poll day

1




Confirmation regarding the timely start of poll

2




Supervision & Monitoring of the Day's Proceedings

3



Maintenance of Law & Order

4



Resolution of Problems/Complaints

Overview of Poll Day



Setting up the Polling Station before the time fixed for the start of poll



Start of Poll on- time



Voting



Closing of Poll



Counting of Votes & Communication of Results



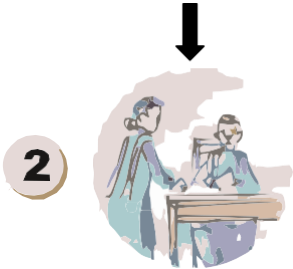
Retrieval of Election Material



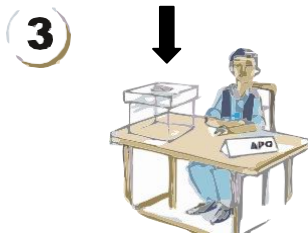
The Voting Process



1
Voter enters the Polling Station



2
Polling Officer checks voter's original National Identity Card and his photograph on the Electoral Roll, obtains thumb impression of voter with ink against his name in blank column of electoral rolls, he shall be required to receive a personal mark made with indelible ink on the thumb or any other finger of either hand and strikes off name from Electoral Rolls after calling out serial number and name of the voter

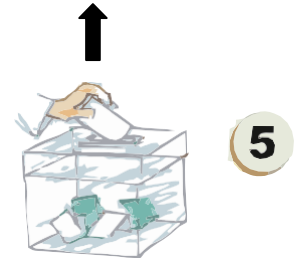


3
APO will make entries on the counterfoil and will put his signature along with official code mark stamp on the front side of the counterfoil. He will also take thumb impression of the voter on the front side of the counterfoil. Moreover the APO will stamp the back of ballot paper with official code mark along with his signature and will issue the same to the voter. APO will guide the voter how to fold the ballot paper and will issue the ballot paper with marking aid rubber stamp; and will guide him to the voting screen.

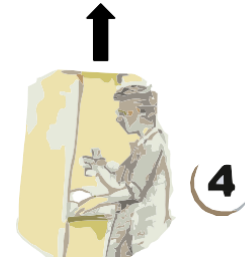


7
Voter exits Polling Station

6
The APO will retrieve Marking Aid Stamp from the voter



5
Voter fold and inserts Ballot paper in Ballot Box



4
Voter marks Ballot paper with marking aid stamp behind the voting screen

A ballot paper shall not be issued to a person, if he;

- Fails or refuses to produce original National Identity Card
- Refuses to put thumb impression on the electoral roll
- Refuses to put thumb impression on the counterfoil of ballot paper
- Refuses to receive personal mark with indelible ink or bears traces of such a mark

Special Cases



Tendered Votes

If a voter comes to vote and has no mark of indelible ink on his/her cuticle of thumb but his name and number has already been marked in the electoral roll as having voted, a tendered ballot paper will be issued.

In case of a tendered vote, the case is presented to the PrO, who rechecks the entry in the electoral roll to make sure the vote is in fact tendered. Although the tendered voter is processed in the normal manner, his/her vote is not put in the ballot box but is placed in a special tender ballot papers packet (packet-IV). Complete details of all tendered votes are to be taken on Form-XIII: Tendered Votes List.

The RO will further process the tendered vote in accordance with the provision of Rule 35 of Balochistan Local Government (Election) Rules, 2013.



Challenged Votes

Any polling agent/election agent or candidate has the right to challenge the vote of any person whom he believes:

- Is impersonating another voter
- Has already voted

Voting proceeds in the normal manner however the vote is not put in the ballot box but is placed in a special **Challenged Ballot Paper** packet. Details of each challenged voter are to be entered in **Form-XIV (Challenged Votes List)**

- If a person applies for ballot paper for the purpose of voting, a candidate or his polling agent declares to the Presiding Officer that he has reasonable cause to believe that person has already voted in the election at the same or another polling station, or is not the person whose name is entered in the electoral roll and undertakes to prove the charge in a court and deposits with the Presiding Officer in cash a sum of one hundred rupees (Rs.20), the Presiding Officer may, after warning the person of the consequences and obtaining on the counterfoil, his thumb impression and if he is literate, also his signature, issue a ballot paper (Challenged Ballot Paper) to the person.
- If the Presiding Officer issues a Challenged Ballot Paper to any person, he shall enter the name and address of that person in a list to be prepared by him (Challenged Votes List) Form-XIV and obtain on it the thumb impression and, if he is literate, also the signature of that person.
- The Presiding Officer shall, after the Challenged Ballot Paper has been marked and folded by the voter, place it in the same condition in a packet bearing the label "Challenged Ballot Papers", instead of being placed in the ballot box and shall include it in the count by him.

Spoilt Ballot Paper

[Rule-37 of the Balochistan Local Government (Election) Rules, 2013]

(1) A voter who has inadvertently so spoilt his ballot paper that it cannot be used as a valid ballot paper may, upon proving the fact of inadvertence to the satisfaction of the Presiding Officer and returning the ballot paper to him, obtain another ballot paper and cast his vote by such other ballot paper.

(2) The Presiding Officer shall forthwith cancel the ballot paper returned to him under sub rule (1), make a note to that effect on the counterfoil over his own signature and sign the cancelled ballot paper and place it in a separate packet labeled “Spoilt Ballot Papers”.

Stray Ballot Paper

[Rule-38 of the Balochistan Local Government (Election) Rules, 2013]

If any ballot paper which has been issued to a voter has not been inserted by him into the ballot box but is found anywhere else in or near the polling station, it shall be cancelled and accounted for as “Stray Ballot Paper”.



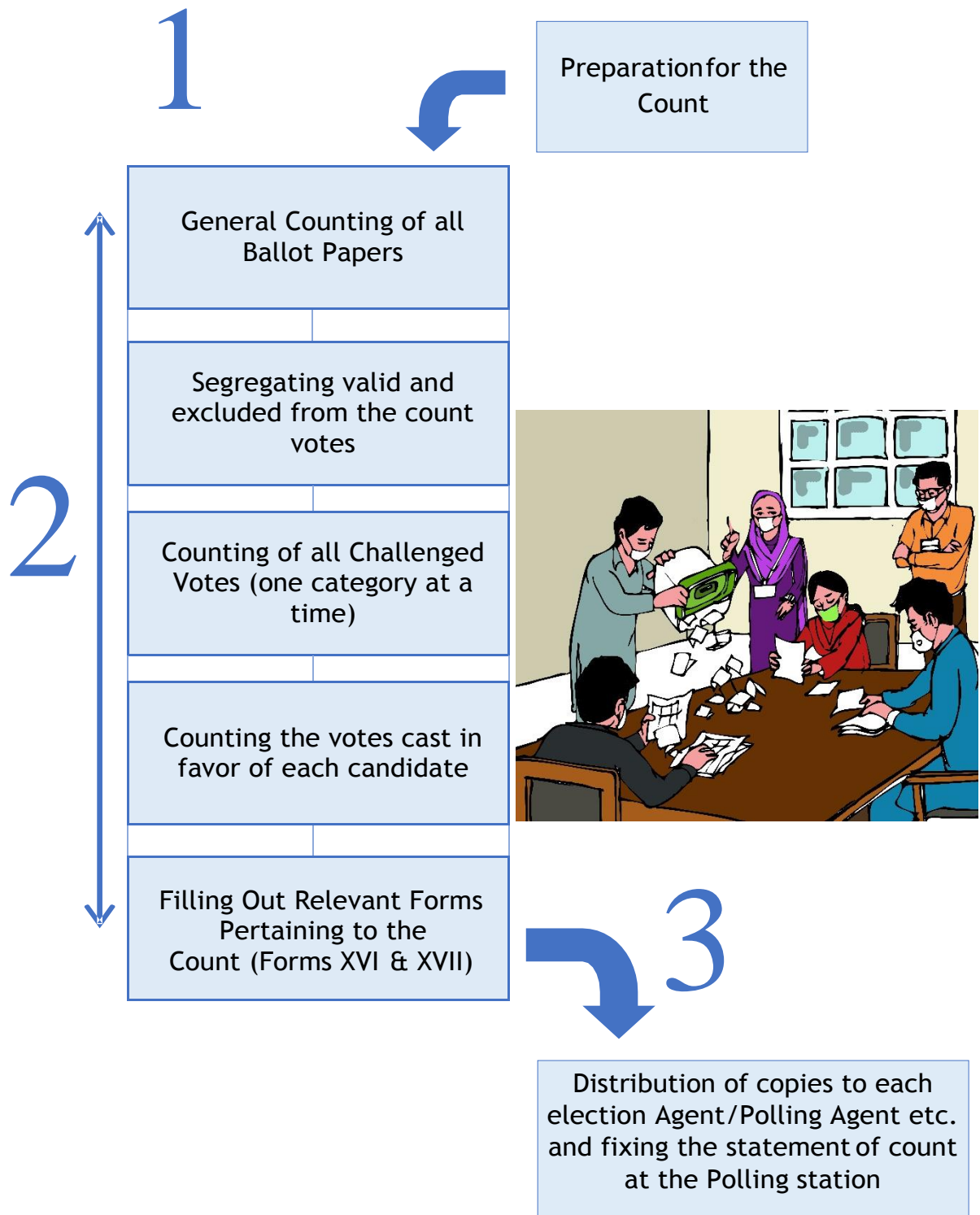
Voters who Need Assistance

There are two circumstances under which a voter may ask for assistance:[Rule 34(7)]

- The voter is blind
- The voter is incapacitated so that he cannot cast his vote

The law allows blind or physically incapacitated voter to receive assistance of his companion while casting his vote. The companion neither should be less than eighteen (18) years of age nor be a candidate or his agent. In such cases, the Presiding Officer must instruct the companion to mark the ballot paper as per wishes of the voter. Under no circumstances the companion will disclose voter's choice. The Presiding Officer is also instructed to keep a handwritten list of voters who need assistance along with the names and complete particulars of their companion for record keeping purpose.

Counting of votes at the Polling Station



Ballot Papers Valid & Excluded from the count

While Counting Ballot Papers:

Exclude the following:

- Those with no official code mark and signature of the APO on the back
- Those that are not official ballot papers
- Those marked with a rubber stamp other than the one supplied for marking the ballot paper
- Those where any piece of paper or other object has been attached
- Those where there is no rubber stamp mark indicating a choice or where more than one symbol has been marked
- Those whose rubber stamp mark is equally divided between symbols of two candidates or is not within the space for any candidate's symbol
- Those having any writing or any mark other than the official mark.

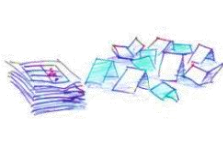












Include the following:





- Those where - due to over inking and wrong folding - the ink from the rubber stamp has made a second impression on another candidate's symbol. Include this vote only if it is clear on whose symbol the original distinct mark was put
- Those where the rubber stamp mark goes over the line between two candidates' symbols, but the majority of the stamp is on one candidate's box. Count the vote for that candidate
- Those where there is more than one mark for the same candidate

For more details see Rule 40 of Balochistan Local Government (Election) Rules, 2013

Packing of Election Material

All forms and materials should be packed by the Presiding Officer according to the following instructions and submitted to the RO after putting in the bag. However during the packing process he will permit Candidates, Polling agents, and accredited Observers to view this process.

Sr #	Material	Election Material	Packet	Instructions
1		Valid ballot papers for each candidate	Packet - 1	The number of packets prepared depends on the number of candidates. Each candidate will have one packet.
2		Ballot papers that have been excluded from the count	Packet - 2	
3		All Packet-1 and Packet-2	Principal Packet	Packet-1 and Packet-2 be kept in Principal Packet
4		Tendered ballot papers	Packet - 4	
5		Valid Challenged Votes	Packet - 8	
6		Challenged Votes excluded from the count	Packet - 9	
7		All Spoiled/Stray Ballot papers	Packet - 10	
8		Un-issued ballot papers	Packet - 11	
9		Counterfoils of used ballot papers	Packet - 12	
10		Marked Copies of the electoral rolls	Packet - 13	
11		Tendered Votes list (Form-XIII)	Packet - 14	
12		Challenged Votes list (Form-XIV)	Packet - 15	
13		Statement of Count (Form-XVI)	Packet - 16	

Sr #	Material	Election Material	Packet Number	Instructions
14		Ballot Papers Account (Form-XVII)	Packet - 17	
15		Miscellaneous Papers	Packet - 18	
16		Brass Seal	Packet - 19	To be handed over to the RO
17		Acquittance Roll		To be handed over to the RO

Packing Material for Return

Material is to be packed in two different color bags as specified below;

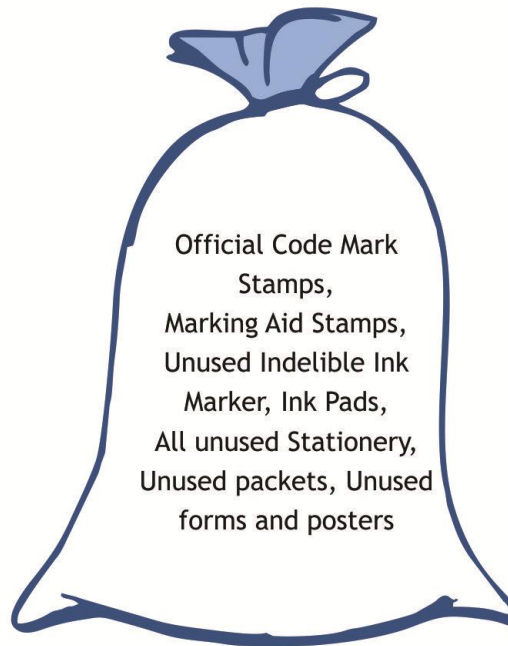
White Bag

**General Seat for Urban/Rural Ward
(to be submitted to RO)**



Blue Bag

**for Retrieval of Unused Election material
(non-sensitive)
(to be submitted to DEC)**



Voting Screen



Acquittance Roll



Ballot Box



BRASS SEAL



The RO will receive the brass seal directly from Presiding Officer

Post Polling Activities

Post-Poll Activities of a Returning Officer

[Rule 44]



Collection of Results & Retrieval of Election Material from Presiding Officer (PrOs)

Consolidation & Conveying Result to ECP/PEC/DRO

Deposit of Sensitive Material in Treasury/any other place specified by the ECP

Handing over unused Stationery, Forms etc. to DEC

Return of Election Expenses by the Candidates

Retrieval of Election Material

Each Presiding Officer will deliver following bags of election material to the Returning Officer.

1. Sensitive Material





Sensitive Election Material. This bag should be retrieved and kept safely in the Local Treasury/any other place specified by the ECP

2. Non-Sensitive, Retrievable Election Material

The RO should immediately unpack this bag, prepare an inventory of returned items. The inventory as well as the retrieved stationery, Stamps etc. should be handed over to the concerned DEC against proper receipt.

The Presiding Officers will hand over the brass seal, Acquittance Roll and envelope containing Statement of Count and Ballot paper Account to RO by hand separately

Consolidation of Results

	Action	Tip
1 	Consolidation proceedings should be held as soon as possible after poll. RO should give a written notice to all contesting candidates and their election agents of the day, time and place fixed for consolidation of results.	It is essential that opportunity is provided to contesting candidates and their Election Agents to witness this process to add transparency to the process.
2 	RO will open polling bags received from PrOs and shall examine each ballot paper excluded from the count by the PrOs. The same procedure will be repeated (separately) for all challenged votes excluded from the count.	The RO shall examine the ballot papers excluded from the count by PrO very carefully.
3 	If RO finds that a ballot paper should not have been excluded he will count it in favor of the contesting candidate for whom it has been cast. [Rule 41(4)]	If any contesting candidate or election agent wants to see such ballot papers it may be shown to him. The Ballot Papers rejected by the RO under sub-Rule (4) of Rule 41 shall be shown separately in consolidated statement.
4 	The RO shall not re-count the valid ballot papers in respect of any polling station unless - (a) the count by the presiding officer is challenged in writing by a contesting candidate or his election agent before the commencement of consolidation proceedings and the returning officer is satisfied about the reasonableness of the challenge; or (b) he is directed to do so by the Commission.	<ul style="list-style-type: none"> • The Commission may, before conclusion of the consolidation proceedings, direct the Returning Officer to recount the ballot papers of one or more polling stations. • The recounting shall be held once only.

Equality of Votes

Where, after consolidation of the results of the count under rule 41, it is found that there is equality of votes between two or more contesting candidates and the addition of one vote for one such candidate would entitle him to be declared elected, the Returning Officer shall forthwith draw a lot in respect of such candidates, and the candidate on whom the lot falls shall be deemed to have received the highest number of votes, entitling him to be declared elected.

(2) The lot shall be drawn in the presence of such of the contesting candidates and their election agents as may be present.

(3) The Returning Officer shall keep a record of the proceedings in writing, and obtain thereon the signatures of such candidates and election agents as witnesses to the proceedings.

FORM-XVIII

{See rule 41(1)}

Consolidated statement of the results of the count furnished by the Presiding Officers
and declaration of result in respect of election to

(Name of Local Council with District)

From _____
(No. and Name of Ward)

S. No	Polling Station	No. of valid ballot papers cast in favour of						Total per Polling Station		Total
		A	B	C	D	E	F	Valid ballot papers	Rejected ballot papers	
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
Total										

The following candidate who has secured the highest number of valid votes is hereby
declared elected:-

S. No.	Name of Candidate
1.	

Place _____

Date _____

Signature of
Returning Officer

FORM-XXXIII

[See rule 40B(1)]

**PROVINSIONAL CONSOLIDATED STATEMENT OF RESULTS OF
THE COUNT**

1. No. and name of Local Council
2. Category of seat
3. Ward No.
4. District
5. Total number of polling stations:.....
6. Number of registered votes in the constituency: Male Female Total
.....
7. Total number of votes polled: Male Female Total
8. Number of valid votes polled:
9. Number of votes excluded from the count:
10. Percentage of votes polled

S.No.	Name of contesting candidate	Party affilitaion (if any)	Number of votes obtined
1	2	3	4

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- etc.

Signature and seal of the Returning Officer

Place

Date

FORM-XIX

{See rule 43(1)}

RETURN OF CONTESTED ELECTION

Election to the _____
(Name of Local Council with District)

From _____
(No. and Name of Ward)

S. No.	Name of the contesting candidates	No. of valid votes polled
1	2	3
1.		
2.		
3.		
4.		
5.		
etc.		

Total number of valid votes polled _____

Total number of rejected votes _____

Total number of tendered votes _____

I declare that –

Mr./Mrs./Miss _____

son/wife/daughter of _____ of _____ (address)

has been duly elected.

Place _____

Date _____

Returning Officer

ELECTION OF MEMBER AGAINST SEATS RESERVED FOR PEASANTS,/PROFESSIONALS/ SOCIAL WORKERS, WOMEN AND MINORITIES

[Rule 48 - 55 of The Balochistan Local Government (Election) Rules, 2013

48. Calling upon the members of local councils to elect members.- Soon after the issue of notification of the names of members of Local Council, the Election Commission shall by notification –

(a) call upon the members of Local Council to elect members to represent special interest viz peasant/workers, **Professionals/ Social Workers** women and “**Non-Muslim**” in that local council; and

(b) specify the date or dates for the various stages of such election.

49. Supply of list of members.- (1) The Provincial Election Commissioner shall furnish to the Returning Officer an authenticated “**or Notification/ Notifications**” list of the members mentioned in rule 48.

(2) The list referred to in sub rule (1) shall be kept at the office of the Returning Officer and shall be open for public inspection during office hours.

Explanation.- “*The Election Commission shall appoint the District Returning Officer and Returning Officer(s) for election of the seats reserved for special interest in the local council.*”

50. Nominations.- (1) The Returning Officer “*as soon as may be the after the publication of election programme under Rule48*” shall give a public notice “**in Form III-A**” inviting nomination for a seat or seats of the special interests in a Local Council indicating in the notice the time and date by which and the place where the nomination papers shall be delivered to him and the date, time and place when and where the nomination papers shall be scrutinized.

(2) Any member of the Local Council mentioned in rule 48 may, on the date fixed by the Returning Officer, propose the name of any person belonging to the special interest group, who is duly qualified to be elected as a member, to represent the respective special interest group in the Local Council:

Provided that a person who belongs to any religion other than Islam and who is

otherwise qualified to be elected as a member of a Local Council shall be eligible to contest election to the seat reserved for minority communities.

(3) Every nomination shall be made by a separate nomination paper in **Form XX “or in Form XXVII”** and signed by the proposer, and shall also be signed by the candidate declaring that “he has consented to his nomination, belongs to or represents such special interest and is not subject to any disqualification for being elected as a member of that Local Council.”

(4) Every nomination paper shall be delivered by the candidate or his proposer to the Returning Officer on or before the date and time and at the place fixed for the receipt of nomination paper, and the receipt thereof shall be acknowledged by the Returning Officer.

(5) No person shall subscribe to more than one nomination paper as a proposer, and if any person subscribes to more than one nomination paper, all such nomination papers except the first one received by the Returning Officer shall be void.


51. Deposits. The provisions of rule 15 regarding deposits shall apply to nomination made under rule 50.

52. Scrutiny of nomination papers, appeals, publication of list of validly nominated candidates, withdrawal, death of candidates, postponement and un-contested election.— The provisions of rules 16, 17, 18, 19, 20, 21 and 22 relating to scrutiny of nomination papers, appeals against acceptance or rejection of nominations, publication of lists of validly nominated candidates, withdrawal and retirement, death of a candidate, postponement, and un-contested elections etc. contained in Chapter IV “**as for as may be**” shall apply, to election to seats reserved for special interests:—

“Provided that the list of Validly Nominated Candidates shall be prepared on Form-VIII-A and Return of Uncontested election shall be prepared on Form X-A

53. Contested elections.- If the number of contesting candidates is more than the number of seats to be filled to represent the appropriate special interest, the Returning Officer shall adhere to provisions of clause (a) to (e) of sub rule (1) and sub-rule-(2) of rule 23.

54. Meeting for election.- The Returning Officer, “**or the Officer appointed by him**” shall preside over the meeting of the members of the Local Council called for the purpose of electing the members of local council to represent special interests.



55. The poll.- (1) Separate poll shall be taken for each “category” of special interest.

(2) The ballot paper shall be in **Form XXI**.

*“(2A). The Presiding Officer shall also prepare a ballot paper account for reserved seats in **Form-XXVIII**”.*

(3) The provisions of Chapter IV in regard to the polls “**Conduct of elections**” shall, mutatis mutandis as far as may be, apply to the polls under this chapter, except that the result of count shall be prepared in **Form XXII**.

FORM-XX
{See rule 50(3)}
NOMINATION FORM
(For Reserve Seats)

Election to seats reserved for persons representing special interests *
(Minorities/Peasants/Worker/Women)the _____
(Name of Local Council) _____

(To be filled in by the proposer)

(1) I, _____(Name of the proposer), member of
_____ (Name of Local Council) do hereby propose the name of
Mr./Mrs./Miss _____ son/daughter /wife of _____whose address
is _____ as a candidate for election as a member to represent
_____ (Name of special interest) in _____ (Name of Local
Council).

(2) I hereby declare that I have not subscribed to any other nomination paper
either as proposer or seconder.

Dated _____

Signature or thumb
impression of Proposer

(Oath and declaration by the person nominated)

(1) I, _____son/daughter/wife of _____registered as a voter at
Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) do hereby
declare and solemnly swear that –

- (i) I have consented to the above nomination;
- (ii) I am qualified to represent the special interest namely _____ and that
I am not subject to any disqualification for being elected as a member of the
Local Council.

Dated _____

Signature or Thumb Impression
of the person nominated

*Strike off the words not applicable

(To be filled in by the Returning Officer)

Serial number of nomination paper _____ .

This nomination paper was delivered to me at my office at _____(hour) on
_____(date) by _____being the candidate /proposer.

Returning Officer

FORM-XXVII

{See rule 13(3)}

NOMINATION FORM

(For non-Muslim seats)

Election to the _____

(Name of Local Council with District)

From _____

(No. and Name of Ward)

(To be filled in by the proposer)

(1) I, _____ (Name of the proposer), CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) of _____ (Name of Local Council) in _____ Tehsil in _____ District do hereby propose the name of _____ son/daughter /wife of _____ whose address is _____ as a candidate for election from _____ (Name of Local Council).

(2) I hereby declare that I have not subscribed to any other nomination paper either as proposer or seconder.

Dated _____

Signature or thumb
impression of Proposer

(To be filled in by the seconder)

(1) I, _____ (Name of the Seconder), CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) of _____ (Name of Local Council) in _____ Tehsil/Taluka in _____ District do hereby propose the name of _____ son/daughter /wife of _____ whose address is _____ as a candidate for election from _____ (No. and Name of Ward) of _____ (Name of Local Council).

(2) I hereby declare that I have not subscribed to any other nomination paper either as proposer or seconder.

Dated _____

Signature or thumb
impression of Seconder

(Oath and declaration by the person nominated)

(1) I, _____ son/daughter/wife of _____, CNIC No. _____, registered as a voter at Serial No. _____ in the electoral roll for _____ (No. and Name of Ward) of _____ (Name of Local Council) in _____ Tehsil in _____ District do hereby declare and solemnly swear that –

- (i) I have consented to the above nomination and that I am not subject to any disqualification for being elected as a member of _____ (Name of Local Council)
- (ii) I bear true faith and allegiance to Pakistan and uphold the sovereignty and integrity of Pakistan; and
- (iii) I will strive to preserve the Islamic Ideology which is the basis for the creation of Pakistan.

Dated _____

Signature or Thumb Impression
of the person nominated

(To be filled in by the Returning Officer)

Serial number of nomination paper _____ .

This nomination paper was delivered to me at my office at _____ (hour) on _____ (date) by _____ being the candidate/proposer/seconded.

Returning Officer

(Decision of Returning Officer accepting or rejecting
the nomination paper at the day fixed for scrutiny)

I have examined this nomination paper and decide as follows –

(In case of rejection state brief reasons)

Dated _____

Returning Officer

RECEIPT

(To be filled in by the Returning Officer)

Serial number of nomination paper _____

The nomination paper of _____ a candidate for election from
_____ of _____ was delivered

(No. and name of Ward) (Name of Local Council)

to me at my office at _____ on _____ by the candidate/ proposer/
seconder.

All nomination paper will be taken up for scrutiny at _____ on _____ at
_____ (hour)

(Date) (Place)

Dated _____

Returning Officer

FORM -XXI
{ See rule 55(2) }

BALLOT PAPER
(For Reserve Seats)

COUNTER FOIL	BALLOT PAPER
<p>Serial No. _____ (Counter foil)</p> <p>Name of Local Council _____</p> <p>Type of special interest. Women / Worker/ Peasant _____</p> <p>Name of voter i.e. member _____ _____</p> <p>Signature or Thumb impression of voter</p> <p>Signature of Presiding Officer</p>	<p>Ballot Paper</p> <p>Name of Local Council _____</p> <p>Type of special interest. Women/Worker/ Peasant/Minority _____</p> <p>Signature of Presiding Officer</p>

FORM -XXII
{ See rule 55(3) }

STATEMENT OF COUNT AND DECLARATION OF RESULT

(For Reserve Seats)

1. Name of Local Council _____
2. Type of special interest *(Peasants/ Workers/ Women/ Minorities) _____
3. Result of count _____

S.No.	Name of the contesting candidates	Total No. of ballot papers taken out of the boxes	Invalid ballot papers	Valid ballot papers
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**The following person / persons who / have received the highest number of votes is / are hereby declared elected: -

1. _____
2. _____
3. _____

Signature of Presiding Officer

*Strike off the words not applicable

**In case more than one seat is allocated to persons representing a special interest, such number of candidates as have received the highest number of votes as the number of seats to be filled in shall be declared elected and their names and address given here.

CHAPTER VIII

ELECTION OF CHAIRMAN, VICE CHAIRMAN, MAYOR AND DEPUTY MAYOR

58. Interpretation.- In this chapter, unless the context otherwise requires, the Presiding Officer shall mean the Returning Officer of the electoral area appointed under rule 10 of these Rule or any other officer appointed by the Election Commission to preside over the meeting called for the election of Chairman.

59. Notice for the election of Chairman.- Alongwith the notice for the oath taking, or first meeting (before or after assumption of office) of the Local Councils, referred to in rule 58, the Presiding Officer of the concerned Local Council on his own accord or as directed by the Election Commission/Provincial Election Commissioner, shall also issue a notice that, at such meeting, Chairman and Vice Chairman of the District Council, Metropolitan Corporation, Municipal Corporation, Municipal Committee, or the Union Council, as the case may be, shall be elected.

60. Election of Chairman and Vice Chairman.- (1) After the oath has been administered to all the members of the Local Council, present at the meeting mentioned in rule 58, the Presiding Officer shall call upon the members, present at the meeting, to elect a Chairman and Vice Chairman.

(2) Only a member of the Local Council concerned who has taken oath of the office, shall be eligible for election as Chairman or Vice Chairman, as the case may be.

(3) Any member present at the meeting who has taken the oath may propose the name of any other member as the Chairman or Vice Chairman and if another member who has also taken oath seconds the proposal, the person proposed shall be deemed to be a candidate for the office of the chairman or Vice Chairman, as the case may be (hereinafter referred to as a “candidate”).

61. Withdrawal of candidature.- A candidate may withdraw his candidature before the Presiding Officer proceeds to conduct the poll or declare the result as the case may be, and

thereupon such person shall cease to be a candidate.

62. Un-opposed returned candidate.- If there is only one candidate, that candidate, shall be declared by the Presiding Officer to have been duly elected as the Chairman or Vice Chairman as the case may be.

63. Poll.- “(1) If there are more candidates than one, the Presiding Officer shall cause a poll for election of chairman or Vice Chairman as the case may be:

Provided that simple majority of the members elected for the Local Council concerned are present and voting at the meeting”:

Sub rule (1), (2), (3), (4), (5) and (6) shall be respectively, re numbered as sub-rule (20), (3), (4), (5), and (7).

2. Votes for the office of the Chairman and Vice Chairman shall be cast by secret ballot.


3. The Presiding Officer shall provide a ballot box which shall be shown empty to the members, and thereafter nailed, sealed and locked, and placed in a separate compartment.

4. The Presiding Officer shall issue to each member of the Local Council a ballot paper in the **Form XXIV** appended to these rules.

“when the members have cast their vote, by raising or showing hands in favor of each contesting candidate, the presiding officer shall count the votes cast in favour of each contesting candidate and enter into the register maintained under 60 of these Rules.”

5. When the ballot papers have been cast, the Presiding Officer shall open the ballot box in presence of the members and count the votes cast in favour of each candidate, and if there is any doubt or dispute about the marking of a ballot paper, the Presiding Officer may decide the issue, after holding such summary inquiry, on the spot, as may be necessary.

6. The candidate obtaining the highest number of votes shall be declared by the Presiding Officer to have been elected as Chairman or Vice Chairman, as the case may be, and if for the purposes of declaration of result there is a tie between two or more candidates



who have obtained an equal number of votes, the result shall be declared by the Presiding Officer by drawing lot.

64. Adjournment.- If, for any reason, the election of a Chairman or Vice Chairman is not held in the first meeting on the date fixed under rule 59, a fresh date shall be fixed for election and at the meeting thus held the procedure prescribed in rule 68 “63” shall be followed.

FORM-XII

See Rule 33

BALLOT PAPER

COUNTER FOIL

Name of Local Council _____

No. and Name of Ward _____

CNIC No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Block Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Serial No. of voter in electoral roll

Thumb impression of voter

Signature / Stamp of Presiding Officer

Symbols of Candidates

Preservation of Election Material



RO shall immediately after preparing the consolidated result (Form-XVIII) and final consolidated result (Form-XIX), reseal packets opened by him for the purpose of consolidation. The RO may obtain the signature of the candidates/election agents on the packet and shall supply attested copies of Form-XVIII and Form-XIX to such candidates and election agents, as may be present.



The officer authorized by the Commission shall retain the documents contained in the packets, for a period of 01 year from the date of their deposit and thereafter shall, unless otherwise directed by the Commission or a Tribunal or any other court, cause these to be destroyed.

Rule 45, 46 and 47 of the Balochistan Local Government (Election) Rules, 2013

45. Documents to be sent and to be retained by the Officer authorized by the Election Commission.— (1) The Returning Officer shall under intimation to the “Election Commission” forward to the officer authorized by the Election Commission.

- (a) packets containing the ballot papers each of which shall be sealed with the seal of the Presiding Officer, or, if opened by the Returning Officer, with the seal of the Returning Officer;
- (b) packets containing the counterfoils of ballot papers;
- (c) the packets containing the marked copies of the electoral rolls,

- (d) the packets containing the ballot paper account;
- (e) the packet containing the tendered ballot papers, the challenged ballot papers, the tendered votes list and the challenged votes list; and
- (f) such other papers as the Election Commission may direct.

(2) The Returning Officer shall endorse on each packet forwarded under sub-rule (1) the description of its contents, the date of the election to which the contents relate, the name of the electoral unit or ward for which the election was held.


(3) The Officer authorized by the Election Commission shall retain the documents contained in the packets received under sub-rule (1), for a period of one year from the date of their receipt, and thereafter shall, unless otherwise directed by the “**Election Commission**” or a Tribunal, cause these to be destroyed.

(4) The documents received under sub rule (1) and retained under sub-rule (3) shall be kept in the safe custody in a treasury or such place as is directed by the Election Commission.

46. Public inspection of documents.-The documents retained under rule 45(3) except the ballot papers, shall be open to public inspection at such time and subject to such conditions as may be specified by the, “**Election Commission**” upon an application made in this behalf and on payment of such fee as may be fixed by the “**Election Commission**”. Copies of or extracts from those documents may be obtained by any voter of the local area, on written application and payment of fees determined by the “**Election Commission**”.

47. Order for production of documents.- (1) A Tribunal may order the opening of packets of counterfoils and certificates or the inspection of any accounted ballot papers.

(2) An order under sub-rule (1) may be made subject to such conditions as to persons, time, place and mode of inspection, production of documents and opening of packets as the Tribunal making the order may think expedient:



Provided that in making and carrying into effect an order for the inspection of counted ballot papers, care shall be taken that no vote shall be disclosed until it has been held by the Tribunal to be invalid.

(3) Where an order is made under sub-rule (1) the production by the Returning Officer of any documents in such manner as may be directed by the order shall be conclusive evidence that the document relates to the election specified in the order, and any endorsement or any packet of ballot papers so produced shall be prima facie evidence that the ballot papers are what the endorsement states them to be.

(4) The production from proper custody of a ballot paper purporting to have been used at an election, and of a counterfoil having a number, shall be prima facie evidence that the elector whose vote was given by that ballot paper was the elector whose Identity Card number was written on the counterfoil.

(5) Save as provided in this rule, no person shall be allowed to inspect any rejected or counted ballot paper.

Return of Election Expenses

Rule 67, 68 and 69 of the Balochistan Local Government (Election) Rules, 2013

67. Restriction on election expenses. Save as provided in sub-rule (6) of rule 15, no candidate shall incur expenses on his election exceeding the amount prescribed in **Schedule-II** appended to these rules.

68. Statement of election expenses.- (1) Every contesting candidate shall, within thirty-five days after the publication of the name of the returned candidates submit to the Returning Officer a statement of election expenses in **Form XXV** containing:-

- (a) an account of all payments made by the contesting candidate together with all the bills and receipts;
- (b) an account of all disputed claims of which the contesting candidate is aware;
- (c) an account of all unpaid claims, if any, which the election agent or contesting candidate is aware; and
- (d) an account of all moneys, securities or equivalent of money received from any person for the purpose of election expenses specifying the name of every such person.

(2) The statement submitted under sub-rule (1), shall be accompanied by an affidavit in **Form XXVI** sworn by the contesting candidate.

69. Inspection of statements.- (1) The statement and documents .submitted under rule 68 shall be kept by the Returning Officer in his office or at such other convenient place as he may think fit and shall, during one year from the date of their receipt by him, keep open to inspection by any person on payment of fee as may from time to time be fixed by the **“Election Commission”**.

FORM XXV

{See rule 68(1)}

STATEMENT OF ELECTION EXPENSES

1. Election to the _____
(Name of Local Council with District)
2. From _____
(No. and Name of Ward)
3. Name of Candidate _____
4. Address of candidate _____

PART-A

Account of Election Expenses

The date on which expenditure was incurred or authorized	The nature of expenditure		Total	The date of payment	The name and address of the payee	The serial number of voucher in the case of amount paid	The serial number of bills if any in the case of amount outstanding	The name & address if the person whom the amount outstanding is payable
	The amount paid	The amount out standing						
1	2	3	4	5	6	7	8	9

PART-B

Disputed Account of claims

The date on which the claim is alleged to have arisen	The name and address of the claimant	The nature of the claim	The amount of the claim	Grounds of which the claim is disputed
1	2	3	4	5

PART-C

Account of unpaid claims

The date on which the claim arose	The name and address of the claimant	The nature of the unpaid claim	The amount of the unpaid claim	The reasons for nonpayment of the claim
1	2	3	4	5

PART-D

Account of Money etc received by the candidate

The date on which the money, securities or equivalent of money was received	The name and address of the person from whom money etc was received	The amount of money or value of securities etc	For which specific purpose was the money etc received
1	2	3	4

Signature of candidate

FORM XXVI

{See rule 68(2)}

AFFIDAVIT TO BE SWORN BY A CANDIDATE

I, _____ (name) , having been a candidate
for election from seat _____ of _____
(Category of seat) (Name of Council)

make oath and declare on solemn affirmation that;

1. In the afore-mentioned elections, all expenses incurred, all moneys, securities or things of value received, all payments made, all claims settled and all accounts maintained in the course of or in connection with the election, were incurred, received, made, settled and maintained by me or within my knowledge and under my control and direction.

2. All information given and all entries made in the return of election expenses and all vouchers, bills and other documents lodged by me with that return are, within my knowledge and belief, true and genuine.

Signature of Candidate

Sworn/ declared on solemn affirmation before me this _____ day
of _____ (month) _____ (year) _____ by
_____ who is personally known to me/who has been
identified by _____ who is personally known to me.

Signature
Oath Commissioner

The Code of Criminal Procedure 1898

Section 190, 260, 262, 263, 264 and 265

190. Cognizance of offences by Magistrates. [(1) All Magistrates of the first class, or any other Magistrate specially empowered by the Provincial Government on the recommendation of the High Court, may take cognizance of any offence-

- (a) upon receiving a complaint of facts which constitute such offence;
- (b) upon a report in writing of such facts made by any police officer;
- (c) upon information received from any person other than a police officer, or upon his own knowledge or suspicion.

that such offence has been committed which he may try or send to the Court of Sessions for trial.]

[(2) A Magistrate taking cognizance under sub-section (1) of an offence triable exclusively by a Court of Session shall, without recording any evidence, send the case to the Court of Session for trial.]

CHAPTER XXII -OF SUMMARY TRIALS

260. Power to try summarily (1) notwithstanding anything contained in this Code,-

- (b) any Magistrate of the first class specially empowered in this behalf of the [Provincial Government], and
- (c) any Bench of Magistrate invested with powers of a Magistrate of the first class and especially empowered in this behalf by the [Provincial Government],

may, if he or they think fit, try in a summary way all or any of the following offences:

- a) offences not punishable with death, exceeding six months; transportation or imprisonment for a term offences relating to weights and measures under section 264, 265 and 266 of the Pakistan Penal Code;
- b) hurt, under section [clause (i) of section 337A] of the same Code;
- c) theft, under section 379, 380 or 381 of the same Code, where the value of the property stolen does not exceed [ten thousand rupees];
- d) dishonest misappropriation of property under section 403 of the same Code, where the value of the property misappropriated does not exceed [ten thousand rupees];
- e) receiving or retaining stolen property under section 411 of the same Code where the value of such property does not exceed [ten thousand rupees];
- f) assisting in the concealment or disposal of stolen property, under section 414 of the same Code, where the value of such property does not exceed [ten thousand rupees];
- g) mischief, under section 427 of the same Code;
- h) house-trespass, under section 448, and offences under sections 451, (453, 454, 456 and 457 of the same Code;
- i) insult with intent to provoke a breach of the peace, under section 504, and criminal intimidation, under section 506 of the same Code;
- j) offence of personation at an election under section 171-F of the same Code;]
- k) abetment of any of the foregoing offences;
- l) an attempt to commit any of the foregoing offences, when such attempt is an offence;

m) offences under section 20 of the Cattle-Trespass Act, 1871:

(2) When in the course of a summary trial it appears to the Magistrate or Bench that the case is one which is of a character which renders it undesirable that it should be tried summarily, the Magistrate or Bench shall recall any witnesses who may have been examined and proceed to rehear the case in manner provided by this Code.

(3) **Procedure [prescribed in Chapter XX]** [(1) in trials under this Chapter the procedure prescribed in Chapter XX shall be followed except as hereinafter mentioned.]

Limit of imprisonment. (2) No sentence of Imprisonment for a term exceeding three months shall be passed in the case of any conviction under this Chapter.

(4) **Records in cases where there is no appeal.** In cases where no appeal lies, the Magistrate or Bench of Magistrates need not record the evidence of the witnesses or frame a formal charge; but he or they shall enter in such form as the [Provincial Government] may direct the following particulars:-

- a) the serial number;
- b) the date of the commission of the offence;
- c) the name of the report or complaint;
- d) the name of the complainant (if any);
- e) the name, parentage and residence of the accused;
- f) the offence complained of and the offence (if any) proved, and in case coming under clause (d), clause (e), clause (f), or clause (g) of sub-section (1) of section 260 the value of the property in respect of which the offence has been committed;
- g) the plea of the accused and his examination (if any);
- h) the finding, and, in the case of a conviction, a brief statement of the reasons therefore;
- i) the sentence or other final order; and
- j) the date on which the proceedings terminated.

[264. Record in appealable cases. In every case tried summarily by a Magistrate or Bench in which an appeal lies, such Magistrate or Bench shall record the substance of the evidence and also the particulars mentioned in section 263 and shall, before passing any sentence, record a judgment in the case.]

265. Language of record and judgment. (1) **Records made under section 263 and Judgments** recorded under section 264 shall be written by the presiding officer, either in English or in the language of the Court, or, if the Court to which such presiding officer is immediately subordinate so directs, in such officer's mother tongue.

Bench may be authorized to employ clerk. (2) The Provincial Government may authorize any Bench of Magistrates empowered to try offences summarily to prepare the aforesaid record or judgment by means of an officer appointed in this behalf by the Court to which such Bench is immediately subordinate, and the record or judgment so prepared shall be signed by each member of such Bench present taking part in the proceedings.

(2) If no such authorization be given, the record prepared by a member of the Bench and signed as aforesaid shall be the proper record.

(3) the Bench differs in opinion, any dissentient member may write a separate judgment.



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